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ABSTRACT

The Cuyahoga County Public Library (Parma, Ohio) conducted a project that involved recruitment, coalition building, public awareness, training, collection development, and intergenerational/family programs. The program, Bringing Up Readers: Family Literacy Program, was successful in encouraging and promoting family reading, community cooperation, awareness, and responsiveness through library-sponsored programs. The project served a community of over 200,000 people, and targeted intergenerational/families and adult basic literacy and education students. Ninety-three adult learners participated in the literacy program. The report provides a comparison of actual accomplishments to goals and objectives set forth in the grant application; comparison between proposed and actual expenditures; specific details of activities undertaken; the role the library played in the accomplishment of the goals and objectives; agencies and organizations that assisted in the project; and the impact of the federal project on the ongoing program of the library. Appendices include: advisory board member contact information; family reading program material; "Demographics: The Census and the Library;" independent contractor agreement; list of trained program facilitators; table of age, education, and social characteristics of Cuyahoga County residents; "Directory of Adult Community and Continuing Education Resources in Cuyahoga County;" and literacy program materials and evaluation forms. (SWC)

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Cuyahoga County Public Library, Final Performance Report for Library Services and Construction Act (LSCA) Title VI, Library Literacy Program

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FORM APPROVED
OMB No. 1850-0607
Expiration Date: 11/30/94

FINAL PERFORMANCE REPORT

for

LIBRARY SERVICES AND CONSTRUCTION ACT
TITLE VI
LIBRARY LITERACY PROGRAM

(CFDA No. 84.167)

U.S. Department of Education
Office of Educational Research and Improvement
Library Programs

Washington, DC 20208-5571

ED G50-34-P

PART I: General Information

1. Name and address of organization receiving grant

   Cuyahoga County Public Library
   2111 Snow Road
   Parma, OH 44134

2. Name and telephone number of person preparing this report

   Vivian Adams Cook
   (216) 475-5000

3. Grant Number

   R167A20486

4. Grant amount awarded and the actual amount expended

   awarrded: $10,673 expended: $10,673

Part II: Quantitative Data

Provide the following information about this project by filling in the blanks or putting a checkmark next to the answer that best describes your project. If any of the questions are not relevant to this project, write N/A.

1. What is the size of the community served by this project?

___ under 10,000
___ between 10,000 - 25,000
___ between 25,000 - 50,000
___ between 50,000 - 100,000
___ between 100,000-200,000
x over 200,000

2. What type of project was this? (Check as many as applicable)

x Recruitment
___ Retention
___ Space Renovation
x Coalition Building
x Public Awareness
x Training
___ Rural Oriented
___ Basic Literacy
___ Other (describe)_____

x Collection Development
___ Tutoring
___ Computer Assisted
___ Other Technology
___ Employment Oriented
x Intergenerational/Family
___ English as a Second Language (ESL)

3. Did you target a particular population? (Check as many as applicable)

___ Homeless
___ Hearing Impaired
___ Visually Impaired
___ Learning Disabled
___ Mentally Disabled
___ Workforce/Workplace
___ Inmates of Correctional Institutions
x Other (describe) ADULT BASIC LITERACY AND EDUCATION

___ Homebound
___ Seniors/Older Citizens
___ Migrant Workers
___ Indian Tribes
x Intergenerational/Families
___ English as a Second Language

4. If this project involved tutoring, what tutoring method was used? N/A

___ Laubach ___ LVA ___ Michigan Method
___ Orton-Gillingham ___ Other (describe)

5. If this project involved tutoring, how was it provided? (check as many as applicable) N/A

___one-on-one tutoring ___small group instruction
___classroom instruction

6.(a) If this project involved tutoring, was the learning progress of the adult literacy students quantitatively measured? ___ yes ___ no N/A

(If "yes", identify any tests, questionnaires, or standard methods used and summarize student results.)

6.(b) If this project involved tutoring, were qualitative outcomes of student progress documented? ___ yes ___no N/A

(If "yes", briefly describe how progress was determined and summarize student results. You may attach samples of any documents used to record observations or demonstrate outcomes.)

7. During the course of this project were any of the following items produced? If so, attach a copy to each copy of the report.

___ bibliography
___ curriculum guide
___ training manual
___ public relations audiovisual
___ training audiovisual
_X_ recruitment brochure
_X_ resource directory
_X_ evaluation report
___ survey
___ newsletter(s)
_X_ other (describe)
SEE ATTATCHMENTS

8. During the course of this project:

How many adult learners were served? (i.e., individuals who made use of the library's literacy project services in some way) 93 participated in program
Of those served, how many received direct tutoring service? n/a
How many hours of direct tutoring service did they receive? n/a
How many new volunteer tutors were trained? n/a
How many current volunteer tutors received additional training? n/a
How many volunteer tutors (total) were involved? n/a
How many non-tutor volunteers were recruited? 2
How many service hours were provided by non-tutors? 15-20
How many librarians were oriented to literacy methods, materials, and students? 27
How many trainers of tutors were trained? 3

Part III: Narrative Report

Provide a narrative report that includes the following information:

1. A comparison of actual accomplishments to the goals and objectives set forth in the approved application. Describe any major changes or revisions in the program with respect to approved activities, staffing, and budgeting, including unspent funds. Explain why established goals and objectives were not met, if applicable.

2. Provide a comparison between proposed and actual expenditures by budget category, i.e., personnel, travel, materials, etc.

3. Provide, as appropriate, specific details as to the activities undertaken -- e.g., if library materials were acquired, describe the kinds of materials purchased; if a needs assessment was conducted, describe the results of the assessment; if training was provided, describe the training and include the dates and topics; if services were contracted out, describe the contractor's activities.

4. Describe the role the library has played in the accomplishment of the goals and objectives set forth in the approved grant, including whether the library was involved in the project's implementation or as a resource and site only.

5. Provide names of agencies and organizations recruited to volunteer their services for the literacy program or that were involved in the coordination and planning of the literacy program. Describe the nature of their role.

PART III: NARRATIVE REPORT

1.COMPARISON OF ACTUAL ACCOMPLISHMENTS TO THE GOALS AND OBJECTIVES.

The Cuyahoga County Public Library's Bringing Up Readers: Family Literacy Program was successful in meeting the goals and objectives outlined in the grant proposal. We did encourage and promote family reading, community cooperation, awareness and responsiveness through library-sponsored programs.

Objective A Comparison

A Family Literacy Program was established and twelve library-sponsored programs were presented. Four non-CCPL programs were also presented.

PROGRAM ENROLLMENT TOTAL:
Ideal-120 Acceptable-60 Actual-78

PROGRAM ENROLLMENT PER SITE:
Ideal-10 Acceptable-5 Actual-1-15 (all sites did have a minimum of 5 registered)

BREAKDOWN BY SITE:

Bay-7	Bkl-7	Sln-10	Garfield Heights Community Center-10
Bch-1	Gfh-5	Sth-5	Project: LEARN-8
Brv-2	Myr-4	Stv-15	
Bpk-2	Par-1	Wvh-1	

SCHEDULED LIBRARY PROGRAMS:
Ideal-12 Acceptable-12 Actual-12

OBJECTIVE B COMPARISON

Did compile census demographics into regional units to aid libraries and other agencies in becoming more aware of the particular literacy needs of their communities.

Did compile registration demographics from registration brochures so that libraries and agencies would be more aware of and responsive to the literacy needs, marketing preferences and levels of educational awareness of Cuyahoga County residents.

OBJECTIVE C COMPARISON

Did promote and encourage intra-agency cooperation, sharing and referral by offering training, shared resources and planning and hosting an awareness event. (Known as the Family Literacy Extravaganza, it was held Feburary 26, 1993 at the Maple Heights Regional Library.)

LITERACY AWARENESS EVENT (PARTICIPATION: 209 invited and 150 attended)
Ideal-100% Acceptable-50% Actual-72%

AGENCIES ENROLLED IN TRAINING (non-CCPL):
Ideal-10 Acceptable-5 Actual-7

CUYAHOGA COUNTY PUBLIC LIBRARIANS TRAINED:
Ideal-12 Acceptable-12 Actual-22

Intra-agency Referrals:
Ideal-2 per month Acceptable-2 per month Actual-2-4 per month

2.PROVIDE A COMPARISON BETWEEN PROPOSED AND ACTUAL EXPENDITURES BY BUDGET CATEGORY.

	PROPOSED	**ACTUAL**
Contractual Services	$1000.00 (Trainers Fee)	$1000.00 (Trainers Fee)
Library Materials	$9463.00	$9463.00
Other	$ 210.00	$ 210.00
TOTALS:	$10,673.00	$10,673.00

The contractual service was actually the trainer's fee. It was inaccurately placed on line A of the Grant Budget Form under salary and wages. All salary and wages of CCPL personnel were paid by CCPL. The trainers fee of $1000 is correctly listed as Trainers Fee on the budget report of the CCPL Finance Director.

3. PROVIDE AS APPROPRIATE, SPECIFIC DETAILS AS TO THE ACTIVITIES UNDERTAKE-- e.g. library materials acquired, training provided, contractor's activities.

*Advisory Committee established. (see appendix 1)

*Family Reading Program materials, suggested background reading titles and additional children's titles were ordered, cataloged and processed. (see appendix 2)

Changes: Due to ordering and processing logistics and shelving considerations at the branches the proposed 28 subscriptions to Parents and Children Together Audio Magazine were ordered and processed as multiple copies of individual book cassette titles. They are housed in the Audio-Visual Booking Department and are available to branches, agencies and patrons for a 3-week loan period. Patrons may have the title(s) sent to any library branch for pick-up.

*1000 tri-fold registration brochures were designed and printed and distributed.

*40 11x17 posters advertising Bringing Up Readers Family Literacy Program were designed, distributed, mailed to libraries, ABLE Providers, literacy agencies family service agencies involved in literacy and 7 Cuyahoga County Department of Human Services sites.

*Press releases were submitted nationally by the Public Relations Director.

*Press releases were submitted locally by the Project Administrator.

*Individual library programs were publicized in community newspapers by the Program Facilitators.

*Article prepared for submission to professional library journals. (see appendix 3)

*Program printed for Family Literacy Extravaganza.

*Speakers invited to Family Literacy Extravaganza as program presenters.

*Mini-convention to ABLE providers, Literacy Agencies, publishers, bookstores held as part of Family Literacy Extravaganza.

*Qualified trainer was secured (see appendix 4)
Developed 12 hour training workshop.
Presented workshop in three 4-hour sessions.
Participated in organizational format and recruitment and marketing.
Trained 29 Program Facilitators
Presented separate Bringing Up Readers program to Chapter One teachers.
Evaluated program and modified training workshop.
Reviewed evaluations from workshop and programs and modified as necessary.
Participated in report writing, complilation of statistics.
Compiled background reading material and information for program.
Help create original time-line.

*Training workshop was held at the Maple Heights Regional Library on March 23 and March 30, 1993 and at the Garfield Heights Library on May 19, 1993. (see appendix 5 for list of trained Program Facilitators.)

*Separate training workshop for non-CCPL personnel was held at the Maple Heights Regional Library on June 15 and June 16, 1993.

Program Facilitators were trained in administering the program, leading discussions and drawing in all participants. They were also trained in teaching and learning the 8 reading strategies of the program, and the 10 themes/formats of stories. They learned the differences between the learning styles of the child and the adult learner and the types of learning styles and teaching strategies most effective with adult learners. Included in the training workshop was background information and discussion on literacy; the history, the changing definitions, the importance of it, literacy statistics and facts, the cause and effect and danger of intergenerational illiteracy.

All ten units of the program were covered and presented. Program Facilitators learned and trained with acutal program material. They each had the opportunity to play the role of child, parent and Program Facilitator. Program Facilitators completed wvaluations at the end of the first and second training sessions. The Advisory Committee reviewed the evaluations and made recommendations for some changes. Their recommendations were reviewed by the Project Administrator and the Trainer. Based on these evaluations and recommendations adjustments and modifications were made to the training workshop and to the final programs to be offered to the public.

*12 library-sponsored programs were scheduled and presented between June 1 and September 30, 1993.

The Advisory Committee felt it an undue hardship on Regional Branches to handle program scheduling for all branches within their region. It would also be too confusing for any non-CCPL agency or library who desired to schedule a program. Therefore Trained Program Facilitators were allowed to schedule and book program material through the CCPL Audio-Visual Booking Department (AVB). The AVB department maintained a master schedule of programs scheduled June through September 1993, a master list of all program material and number of copies available at any given moment and a master list of all trained Program Facilitators. This method was very time and cost efficient.

*Demographic information from the registration brochures was compiled and shared shared with Program Facilitators.

*Census demographics was compiled into regional units and distributed to the Regional Branches of Cuyahoga County Public Library to aid them in learning more about the literacy needs of their communities and the population distribution and make-up. (see appendix 6)

*Resource directory organized by zip code created and printed and distributed. This directory is a source of literacy and adult education resources in Cuyahoga county. (see appendix 7)

*Evaluation forms and Questionnaires were designed.

*On-line circulation monitoring and record keeping was done by AVB.

On-line circulation monitoring by the Project Administrator proved impossible. CCPL changed the on-line system in use when the grant was first porposed. The new system is a turn-key system, not owned or programmable by CCPL. This pose some problems in assigning media codes, location codes and designation codes. Therefore on-line circulation monitoring was done by the AVB department.

All evaluations were reviewed by Project Administrator and Trainer.

Evaluations were favorable. The program participants really enjoyed the books and reading together. many parents were familiar with some of the reading strategies but not all. Making predictions, drawing conclusions, making inferences, using prior knowledge to acquire to knowledge and relating reading to personal experiences were new or forgotten strategies for many parents. Reading became a very enjoyable and learning activity for both parent and child. The adults especially liked the additional childrens books which reinforced the strategies. Some Program Facilitators made the complete book from which the adult reading selection was taken from available to the parents as well as any other titles by that author. Many adults said this broadened their horizons, they read books and authors they would not have chosen on their own. They also enjoyed the take-home packages, including background reading, learning suggestions and writing exercises.

4. Describe the role the library has played in the accomplishment of the goals and objectives set forth in the approved grant including whether the library was involved in the project's implementation or as a resource and site only.

Cuyahoga County Public Library was totally involved in the implementation of the Bringing up Readers project. This included pre-service and marketing, the organizational format, communnity support and participation, publicity, sites, staff and resources.

The library was also instrumental in compiling statistics and demographics. Ordering, processing, housing, delivering and cataloging of all program material was done by appropriate departments of Cuyahoga County Public Library. This included a loga unique to Bringing Up Readers material and the purchase of delivery pouches (not covered by the grant). The grant request covered only the actual cost of the books, supplies, and trainer's fee. The library therefore covered all labor costs and equipment cost as needed for printing, processing, and distribution of photocopy masters, worksheets, certificates and questionaries.

Cuyahoga County Public Library has incorporated Bringing Up Readers into its on-going services offered to the public. It is listed in all brochures detailing services and programs available at Cuyahoga County Public Library.

Departments and staff involved included the Word Processing Department, Graphics Department, Public Relations Department, Audio-Visual Department, Materials Selection Department, Purchasing Department, Childrens Services Department, Finance Department, Delivery Services Department and Mail Service Department. Cuyahoga County Public Library did put the staff and resources of all these departments, including the Clerical Pool and Support Staff to use in ensuring the successful implementation of the Bringing Up Readers project.

5. **Provide names of agencies and organizations recruited to volunteer their services for the literacy program or that were involved in the coordination and planning of the literacy program. Describe the nature of their role.**

1. Parma Adult Continuing Education (P.A.C.E.)
   * advisory board member
   * recruitment and training
   * referral
   * ABLE connection

2. Warrensville Adult Basic Education.
   * advisory board member
   * recruitment and training
   * referral
   * ABLE connection
   * typing, planning, coordinating

3. Garfield Heights Community Center
   * advisory board member
   * recruitment and training
   * referral
   * ABLE connection
   * typing, planning, coordinating
   * marketing, community contact

4. Ashtabula County Literacy Coalition
   * Speaker at Literacy Awareness Event.
   * referral

5. Ashtabula County Adult Basic Education
   * speaker at Literacy Awareness Event
   * referral
   * ABLE connection

6. Greater Cleveland Literacy Coalition
   * advisory board member
   * referral

7. Cleveland Public Schools Adult Education - Family Life Education Program
   * speaker at Literacy Awareness Event
   * referral
   * ABLE connection

8. Project : LEARN
   * advisory board member
   * referral
   * recruitment and marketing
   * Program Facilitator

9. Ohio Department of Education
   * Key-note speaker at Lietracy Awareness Event

10. Cleveland Area Metropolitan Libraries (CAMLS)
    * advisory board member
    * referral

6. Provide the names and locations of libraries and other sites whose facilities were used for this project.

Bay Village Library
502 Cahoon Road
Bay Village, OH

Beachwood Library
25501 Shaker Boulevard
Beachwood, OH

Brecksville Library
9089 Brecksville Road
Brecksville, OH

Brook Park Library
6155 Engle Road
Brook Park, OH

Brooklyn Library
4480 Ridge Road
Brooklyn, OH

Fairview Park Regional Library
4449 West 213th Street
Fairview Park, OH

Garfield Heights Library
5409 Turney Road
Garfield Heights, OH

Maple Heights Regional Library
5225 Library Lane
Maple Heights, OH

Parma Regional Library
7335 Ridge Road
Parma, OH

Solon Library
33800 Inwood Drive
Solon, OH

Southeast Library
70 Columbus Road
Bedford, OH

Warrensville Library
22035 Clarkwood Parkway
Warrensville Heights, OH

Project : LEARN
Fran Purcell
1701 Payne Avenue
Cleveland, OH 44115

P.A.C.E.
Roxanne Hutchinson
6726 Ridge Road
Parma, OH 44129

Lorain Public Library
351 Sixth Street
Lorain, OH 44052

Wickliffe Public Library
Lillian Zak
1713 Lincoln Road
Wickliffe, OH 44092

Warrensville Heights Adult - Basic Education
Roger Goudy
4285 Warrensville Center Road
Warrensville Heights, OH 44128

Garfield Heights Community Center
Patricia Buchanan
13455 Dressler Road
Garfield Heights, OH 44125

7. Describe the impact of the Federal project on the ongoing grantee.

The Bringing Up Readers project has had considerable impact on the ongoing literacy programs of Cuyahoga County Public Library. The implementation of the project resulted in a renewal of intra-agency and community cooperation and coordination. More non-library entities are using the resources of the Cuyahoga County Public Library and the Literacy Resource Center.

A partnership and sharing of resources, information and referrals developed between the Cuyahoga County Public Library and the ABLE (Adult Basic Literacy and Education) Providers of the Garfield Heights, Parma, Strongsville and Warrensville communities. The Maple Heights Library became a site location for GED preparation classes and was also the site for tutor training.

Several units of the Bringing Up Readers program will be incorporated into the upcoming S.M.A.R.T. Families project. This project will help families become literate in math, science and technology through family-learning activities. Several organizations have presented Bringing Up Readers programs since the grant period ended, others have inquired about the continued availability of the material. Cuyahoga County Public Library anticipates a life expectancy of 10-15 years for the books and other material which comprises the Bringing Up Readers project.

This project had an impact on other Cuyahoga County Public Library programs such as Project LEAP (library's educational alternative for pre-schoolers) and LEAP AHEAD, a multi-media learning theme program for teens.

Individuals and agencies not fitting the service profile of the Bringing Up Readers program could usually be served by one of the above mentioned Cuyahoga County Public Library literacy programs and were referred to them. Adults seeking literacy or adult basic education programs were referred to the appropriate non-library agencies.

Appendix I

CUYAHOGA COUNTY PUBLIC LIBRARY FAMILY LITERACY ADVISORY BOARD

BRINGING UP READERS: FAMILY LITERACY PROGRAM

ADVISORY BOARD MEMBERS

Project Administrator: Vivian Adams Cook
(216) 475-5000
Maple Hts. Regional Library
5225 Library Lane
Maple Hts., OH 44137

CCPL Representatives (5)

Northwest Region (FPR) Marianne Fairfield (Manager, Bay Village Library)
502 Cahoon Rd. Bay Village, OH 44140 (216) 871-6392

Northeast Region (MRY) Jan Ridgeway (Manager, Beachwood Library)
25501 Shaker Blvd. Beachwood, Ohio 44122 (216) 831-68

Southwest Region (PAR) Linda Blaha (Childrens Services Manager, Parma Region
7335 Ridge Rd. Parma Hts. Ohio 44129 (216) 885-5362

Southeast Region (MHR) Jeanne DeLaney (Adult Services Manager, Maple Hts.
5225 Library Lane Maple Hts. Ohio 44137 (216) 475-500

Sheryl Maida (Public Services Librarian, Garfield Hts
5409 Turney Rd. Garfield Hts. Ohio 44125 (216) 475-81

CCPL Childrens Services Department Representative

Pris Drach (Manager, Childrens Services, Cuyahoga County Public Library Syste
2111 Snow Rd. Parma, Ohio 44134 (216) 398-1800

Adult Literacy Services

Literacy Volunteers of America
Roxanne Hutchison (Literacy Coordinator, Parma Adult Continuing Education P.A.C.E.)
6726 Ridge Rd. Parma, Ohio 44129 (216) 842-7102

Project : LEARN
Richard Peterson (Director)
1721 Payne Avenue
Cleveland, Ohio 44115 (216) 621-9483

Greater Cleveland Literacy Coalition
Barbara Shie (Director)
1001 Euclid Avenue Cleveland, Ohio 44115 (216) 987-4911

Adult Basic Education/General Education Development/Adult Basic Education and Literacy

Garfield Hts. Community Center
Patricia Buchan (Coordinator)
13455 Dressler Rd. Garfield Hts. Ohio 44125 (216) 662-8039

Warrensville Hts. Recreation Department
Roger Goudy (Director)
4285 Warrensville Center Rd. Warrensville Hts. Ohio 44128 (216) 752-3155

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Library Consortium
Cleveland Area Metropolitan Libraries (CAMLS)
Tony Gangloff (Director)
3645 Warrensville Center Rd. Warresnville Shaker Hts. Ohio 44122 (216) 921-39

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Appendix 2

Family Reading Program Material

Family Reading Classroom Set (4)
Family Reading Training Set (5)

Childrens Titles
Amanda and the Mysterious Carpet (50)
In The Attic (50)
The Little Red Hen (50)
How My Parents Learned To Eat (50)
Fire (50)
Surprises (50)
The Story of Jumping Mouse (50)
Tell Me A Story Mama (50)
Shapes, Shapes, Shapes (50)
A Chair For My Mother (50)
Baby Animals (10)
Magic School Bus At The Waterworks (10)
Moon Tiger (10)
Dakota Dugout (10)

Family Reading Teacher's Guide (additional 10)

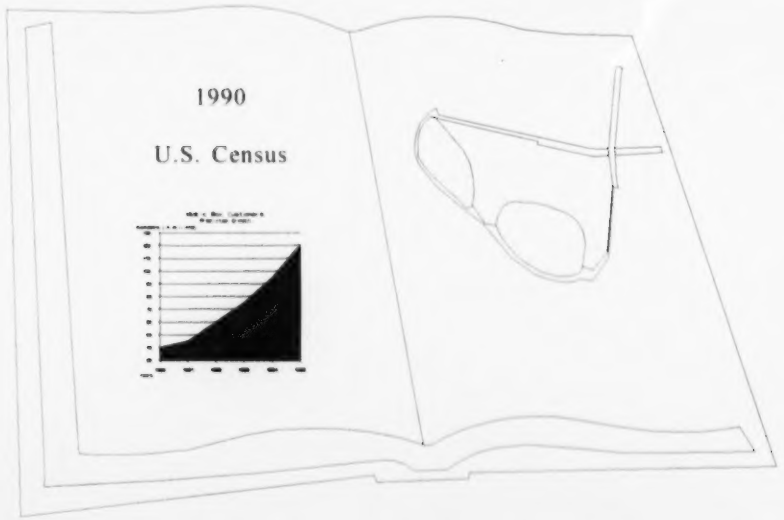
Background Reading Titles
Best Books for Children (5)
Family Story Book Reading (5)
Choosing Books For Children (5)
For Love of Reading (5)
For Reading Out Loud (5)
New York Times Parents Guide to Best Books for Children (5)

Parent and Child Together Audio Magazine
Appreciating Poetry (10)
Beginning The New School Year (10)
Computers and Your Child (10)
Creative Expression Through Music and Dance (10)
Different Peoples of the World (10)
Discipline and Learning (10)
Encouraging Good Homework Habits (10)
Encouraging Art All Around Us (10)
Expanding Your Child's Vocabulary (10)
Folktales For Family Fun (10)
Improving Your Child's Memory (10)
Learning and Self Esteem (10)
Learning About Lives of Famous People (10)
Learning Math at Home (10)
Learning Science at Home (10)
Linking Reading and Writing (10)

Making History Come Alive (10)
Making Writing Meaningful (10)
Motivating Your Child to Learn (10)
Parents As Models (10)
Recreation For Health and Learning (10)
Speakihg and Listening (10)
Special Needs of Special Children (10)
Stress and School Performance (10)
Stretching Young Minds in Summertime (10)
Success With Test Taking (10)
Teamwork Learning (10)
Using the Library (10)
Working With the School (10)

Appendix 3

DEMOGRAPHICS



The Census and The Library

FORECASTS AND TRENDS AT A GLANCE

- Ten percent population increase since 1980 (high number of births during late 1980's and early 1990's)
- Median age of population has risen (population proportion between ages 35-39 and 40-44 increased)
- Decreasing proportion of young adults (the 25 to 34 age group will decline 16% by the year 2000) and an increase in the number of children and teens by 2000
- The 34-54 age group will supplant the 18-34 age group as the most influential consumer group
- Family make-up and household composition has changed (no longer mother, father and 2.5 children)
- Increase in the number of women in the labor force
- By 1990, 7.9% of the U.S. population was foreign-born
- Hispanics and Asians as ethnic groups in the United States have grown faster than the national average of other groups
- Immigration sources have shifted from Europe to Third World countries
- Majority of jobs will be in the service industry. Many will be highly technical and require education beyond high school

Why Should Libraries Review Census Demographics Data?

Demographics is the study of populations. By analyzing the size and characteristics of groups of people, emerging trends and developments can be predicted. Although there are few factors that can change or affect the size of the total population, other population characteristics such as age, language, educational attainment and household can be used to determine and project and meet current and emerging community needs.

Age, education, language and household characteristics were chosen because they are indicative of emerging community needs. Review and interpretation of these characteristics can help libraries and other social agencies become dynamic, responsive and active entities in their communities. Review and interpretation of selected characteristics can also aid in determining the growth of a community and the direction of that growth. A review can reveal if there's a greater need for social institutions; services or programs for children, mid-age adults and senior citizens. A review of population characteristics for individual communities can reveal an increase or decrease in median age, family household growth or decline, racial make-up, the rising or declining dominance of any ethnic group, or a rise or fall in the highest level of educational attainment. These are all characteristics which make each community unique.

This data can also be an invaluable aid when analyzing and/or projecting departmental growth...

Census data, especially population characteristics, is a wealth of information which can aid in planning programs tailored to meet the needs of individual communities. This data can also be an invaluable aid when analyzing and/or projecting departmental growth, determining budget cuts and allocations, and evaluating effectiveness and usefulness of collections, holdings, resources and services.

The information revealed, the marketing and customizing potential, trends and behavior analyses are almost endless. A comparison of the interim data (the five-year report), can be even more beneficial, revealing a true emerging trend or an aberration. There is little we can do about the size of the population but we can certainly use population characteristics data to meet and project current and emerging community needs. Any agency seeking to truly meet the needs of their service area or clientele should review, analyze, interpret and compare census data. Ignoring the wealth of information the census data reveals and failing to review, analyze and compare that data as factors that effect change and growth will cause libraries to suffer even more encroachment upon their service. They will become even less useful and important in the public eye and, in this era of budget cuts and accountability, will fall further behind as the rest of the world moves into the age of service and information.

1990 Census Revealed

Two Emerging Trends and What They Mean to the Nation and Libraries.

The Younger Generation:

One of the most important population characteristics is the number of children in particular age groups. This characteristic is a good example of a cause and effect factor which can and does bring about change. It is a characteristic libraries should pay close attention to. The increasing or decreasing number of children in particular age groups can aid libraries in deciding whether to downsize or build-up collections, departments and amount and type of services offered. For program planning and ideas, this characteristic can help you determine whether there will be enough people to make it worth pursuing.

The numbers of children and teenagers are expected to increase by the year 2000. Many of these children will be "at-risk" because they live in households at or below the poverty level. Whether they are in traditional family households or female-headed households they face problems of survival. Since their primary goal is survival, literacy as a focused goal is either very distant or non-existent. Therefore intervention must come either directly or indirectly from an outside agency. Libraries are the perfect vehicle to help families focus on literacy as a goal.

By comparing age-group characteristics with economic characteristics of households, libraries can quickly determine if they need to do aggressive outreach. This can and should include networking and coordinating with other agencies to reach non-traditional patrons. Economic characteristic interpretations can also reveal the most effective method of marketing the library's services and programs. By comparing economic characteristics and educational attainment characteristics, the library can also determine which print publications and audio formats or inter-agency collaboration are the best means of reaching the community at large and non-traditional users in particular.

Questions to consider are: ❶ Which age group has the highest number of children? ❷ What percentage of these children live at or below the poverty level? ❸ What percentage live in the middle or upper-class income level? ❹ What is the level of education attainment of the parents of these children? ❺ Are there more pre-schoolers or young adults? The answers to these types of questions and observations have a bearing on the types of programming, the services and amount and type of marketing and outreach needed to serve a community.

The increasing number of children will have an impact on schools, pre-schools, community and recreational activities. It will also impact upon the leisure time of adults and more importantly on the make-up and size of the future labor force. The education of these children and their literacy development will have an even greater impact on the future economic well-being of the nation and its over-all ranking world-wide.

All of society plays a role in ensuring that children are prepared to learn, earn and contribute. Educators and child experts recognize that for the most effective results, literacy development and intervention should start in early childhood and pre-school. There are many activities which encourage and strengthen literacy development without threatening personal development and parental guidance. Such activities as reading aloud to children, puppet shows, demonstrating and reinforcing good reading tips and strategies in parents, book discussions are all examples of activities that libraries can and should engage in, encourage and promote.

Baby Boomer Generation (Median Age):

...and by 1990 the ratio was 3 workers for every 1 retiree. It is readily apparent that despite the overall population increase the actual number of people in the workforce is decreasing.

For the first time, the United States has more older people than younger people. This particular situation is the result of the age group commonly known as the "baby boomers" reaching middle age. By 1988, there were already more than 70 million "baby boomers" moving into the fortish age bracket. Although there is an increase in the number of young people overall it does not match the expected number of baby boomers who will soon be retirees. This means that in the United States the size of the labor force will not change greatly but the number of retirees will greatly increase.

To get a proper perspective and understanding of what this situation means, simply compare the decreasing worker-to-retiree ratio. In the 1930's, there were 63 workers for every 1 retiree. By the 1960's, the ratio was 17-to-1 and by 1990 the ratio was 3 workers for every 1 retiree. It is readily apparent that despite the overall population increase the actual number of people in the workforce is decreasing.

This is good news and bad news for libraries. The good being more people with more leisure time. Unfortunately, it may also indicate more people with less or sharply reduced incomes and people with reduced or set income are not inclined to pass levies.

This is an age-group on the brink of wielding enormous social and political clout. This trend can be a potential disaster for both nation and library if preparation is not made to assess and meet the needs of this age group. More health, social and legal support services will be needed. Additionally, due to ever changing regulations and guidelines, there will be an increasing need for programs to alert, explain and inform. This is also an age group who grew up in a time of more not less resources and services.

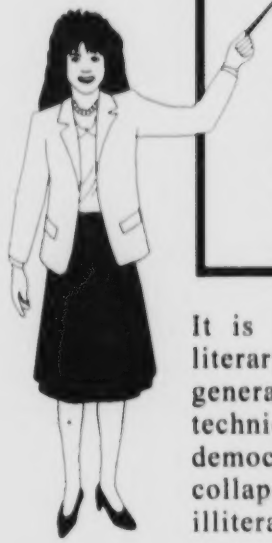
Competition for limited and dwindling social and economic resources will be fierce and this aging baby boomer population will have the political clout to advance their interests. Libraries can play an important role in the allocation of dwindling resources by encouraging the baby boomers to embrace literacy and education as one of their interest. Libraries can do this through planning, promoting and sponsoring programs which encourage the baby boomer population to participate in the literacy development and education of children. Librarians should also promote life-long learning and market the library as a very important, indispensable link in the cycle of literacy development, education and life-long learning.

For their own survival, (the threat from Information Brokers aside), librarians must become, in the public eye, synonymous with education, literacy, community and economic well-being. Literacy must be viewed as an on-going process with unlimited applications. The baby boomers, many of whom have already embraced and practiced the concept of life-long learning, must be courted and recruited as allies of literacy, youth and education. Ironically, unless the baby boomers are encouraged and

convinced of the importance of educating the emerging group of children, their own survival, as well as the survival of libraries, will be threatened.

If the current literacy trends continue, 2 out of every 3 adults will be functionally illiterate by the year 2000.

A strong solid literacy foundation is the background of a good education; which results in a job; which allows citizens to become productive, contributing members of society. The unpleasant economic and social repercussions that occur when this cycle is broken are already evident, (massive unemployment, high crime, increased ethnic and racial disharmony). If the current literacy trends continue, two out of every three adults will be functionally illiterate by the year 2000. This will have a negative effect on the economy, financial security and the world ranking of the nation. The poorest, most undeveloped nations are also the nations with the highest rates of illiteracy and illiteracy is intergenerational and cyclical.



Libraries must make the connection between literacy development and education and their own economic survival. Even more importantly, they must present this connection to the baby boomers and persuade them that it also affects their social and financial security and survival.

It is in everyone's best interests to ensure that the literary development of the current and emerging generation of young people prepares them for the highly technical jobs of the very near future. Otherwise, democratic society as practiced in the United States will collapse under the weight of generations of functionally illiterate citizens.

Terms/Characteristics Defined

Cuyahoga County Residents
in the Cuyahoga County Public Library Service Area

Age: numbers represent population in households (which excludes institutions), not total population.

Median Age: the age at which one-half of all ages fall below and one-half of all age rise above. It is based on the age of the person in complete years as of April 1, 1990 for total population.

Family Household: household includes all persons who occupy a housing unit. Family household consists of a householder plus one or more persons living in the same household related to householder by marriage, birth or adoption.

Speaks Second Language in the Home: persons born before April 1, 1985 who sometimes, or always speaks another language at home. Excluded are persons who speak another language only at school or only speak a few phrases or slang. Also excluded are persons who know another language but do not speak it at home.

High School Graduate or Higher: person whose highest level of educational attainment is high school diploma or equivalent (GED). Also person who attended college or professional school, as well as, those who received college, university or professional degree that is not a bachelor degree. Excludes persons completing the twelfth grade but not receiving a diploma.

Bachelor degree or higher: person whose minimum level of educational attainment is college graduate with a bachelor degree. Excludes persons whose college attendance did not result in a minimum of bachelor degree conferred.

High-School Drop-Out: persons of compulsory school attendance age who are not enrolled in school and are not high school graduates. Numbers in this report represent only those persons between the ages (and inclusive) 16-19 years old.

CCPL Service Area: CCPL currently has 28 branches serving 48 suburban communities out of 60 Cuyahoga County communities. Excluded are the cities and communities of Cleveland, East Cleveland, Euclid, Cleveland Heights, University Heights, Shaker Heights, Lakewood, Rocky River, Westlake, Eastlake, Wickliffe, Willoughby and Willowick, all of whom have or share a library system separate and independent of the Cuyahoga County Public Library system.

Sources of Information

U.S. Department of Commerce, Economics and Statistics, Bureau of the Census, comp. Census of Population and Housing (1990). General Population Characteristics. Washington: U.S. Government Printing Office, 1992.

U.S. Department of Commerce, Bureau of the Census, comp. Census of Population and Housing (1990). Summary of Population and Housing Characteristics. Washington: U.S. Government Printing Office, 1991.

Ohio Data Users Center, comp. 1990 Census of Population and Housing Summary Tape File 1A. Columbus, Ohio: Ohio Department of Development, 1990.

The Sourcebook of Zip Code Demographics V.1. Arlington, VA: CACI Marketing System, 1992.

Suggested Readings

Doweli Myers il., "How to Use Local Census Data (1990 U.S. Census)," American Demographics, V15, June 93, p. 52.

Easy Klein. il., "Reading the Numbers (using demographics to predict marketing trends)," D & B Reports, V37, Sept-Oct 89, p. 35.

Cheryl Russell il., "Trouble Ahead (demographic statistics)," American Demographics, V12, March 90, p. 2.

Judith Waldrop and Thomas Exter il., "23 Million More Americans (population growth forecasted by the 1990 census)," American Demographics, V12, Jan. 90, p. 23.

Willard Duckett il., "Using Demographic Data for Long-Range Planning," Phi Delta Kappan, V70, Oct 88, p. 166.

Judith Waldrop and Thomas Exter il., "What the 1990 Census Will Show," American Demographics, V12, Jan 90, p. 20.

INDEPENDENT CONTRACTOR AGREEMENT

BETWEEN

CUYAHOGA COUNTY PUBLIC LIBRARY, located at 2111 Snow Road, and Roxanne Hutchison, an Independent Contractor ("Independent Contractor"). The Independent Contractor shall be identified as follows:

Name:	**Roxanne Hutchison**
Title:	**Library Consultant/Coordinator and State Trainer**
Type of Entity:	**Individual**
Address:	**6726 Ridge Road, Parma, Ohio 44129**
Bus. Telephone:	**(216) 842-7102**
Social Security/Employer ID Number:	**284-48-4215**

IN CONSIDERATION of the promises and mutual covenants and agreements contained herein, the parties agree as follows:

Work to Be Performed

CUYAHOGA COUNTY PUBLIC LIBRARY desires that the Independent Contractor perform, the following work: An Eight (8) hour training workshop of CCPL personnel and non-profit agency representatives. Also Twelve (12) hours of attending and evaluating branch programs and Five (5) hours of participating in evaluation and report writing with the project administrator; as set forth in the "Bringing up Readers: Family Literacy Program" grant proposal.

Term of Agreement

The services called for under this Agreement shall commence March 1, 1993 on and terminate on October 31, 1993.

Technical Direction

The Independent Contractor shall receive technical direction only from Project Administrator and his/her designee, as authorized in writing.

Terms of Payment

Cuyahoga County Public Library shall pay the Independent Contractor according to the following terms and conditions: As set forth in the grant proposal funded by the U.S. Department of Education: A total sum of $1,000.00 (one thousand) to be disbursed as duties completed in appropriate quarter. By second quarter the sum of $320 for eight (8) hour training workshop. In third quarter the sum of $100 for evaluations and report writing. In fourth quarter the sum of $580 for evaluations, report writing, attendance and evaluations of branch programs.

Project Coordinator	**Independent Contractor**
Date	**Date**

Appendix 5

Trained Program Facilitators

Gayle Dill
Melenie Deutsch
Liz Blanch
Linda Sleeman
Sheryl Maida
Donnie Potelicki
Arlene Conaway
Carol Braverman
Cynthia Alexa
Vivian Adams Cook
Nancy Huebner
Becky Wills
Gwen Tolbert
Jackie Albers
Jan Ridgeway
Barbara Isaacs
Leslie Molnar
Carolyn Charles
Ginnie Pidela
Celia Huffman
Judy Sack
Rebecca Russell
Roxanne Hutchison
Terri Pasadyn
Sheryll Adams
Judith Weiss
Fran Pursell
Victoria Karakasis
Elva Battle

Appendix 6

AGE, EDUCATION, SOCIAL CHARACTERISTICS: CUYAHOGA COUNTY RESIDENTS IN CCPL SERVICE AREA

Sources: Ohio Data Users Center 1990 Profile 3
1990 Census CP-1-37 Table 1
1990 Census CPH-5-37 Table 1 & Table 3

SOUTHEAST REGION	TOTAL POPULATION	AGE 0-3	AGE 3-4	AGE 5	AGE 6-11	MEDIAN AGE	TOTAL FAMILY HOUSEHOLDS	SPEAKS 2ND LANGUAGE IN HOME	HIGH SCHOOL GRADUATE OR HIGHER %	BACHELOR DEGREE OR HIGHER %	NUMBER HIGH SCHOOL DROP-OUT
MAPLE HEIGHTS REGIONAL	27,089	1,068	741	395	2,054	36.0	7,659	2,023	72.2%	8.1%	84
BRECSKVILLE	11,818	386	300	159	959	39.7	3,371	959	90.6%	41.6%	14
GARFIELD HEIGHTS	31,739	1,246	811	412	2,371	36.4	8,930	2,981	71.7%	8.5%	122
INDEPENDENCE	6,500	170	158	73	458	41.6	1,980	643	82.1%	17.9%	13
SOLON	18,548	714	570	314	1,838	36.3	5,350	1,386	88.6%	38.0%	15
SOUTHEAST*											
*BEDFORD CITY	14,822	555	333	145	905	35.9	4,115	849	77.0%	11.5%	30
*BEDFORD HEIGHTS	12,131	453	249	105	788	35.1	3,246	853	75.6%	12.8%	58
*GLENWILLOW	457	25	5	4	23	30-34	129	26	79.6%	11.7%	2
*OAKWOOD	3,392	120	65	33	242	38.7	861	118	65.5%	11.3%	15
*WALTON HILLS	2,371	71	49	23	136	44.0	689	210	80.1%	15.6%	8
	36					CP-1-37 TABLE 1 1990	CPH-5-37 TABLE 1 1990	CPH-5-37 TABLE 1 1990	25 YEARS OR OLDER CPH-5-37 TABLE 3	25 YEARS OR OLDER CPH-5-37 TABLE 3	16-19 YEARS OLD CPH-5-37 TABLE 3

AGE, EDUCATION, SOCIAL CHARACTERISTICS: CUYAHOGA COUNTY RESIDENTS IN CCPL SERVICE AREA

Sources: Ohio Data Users Center 1990 Profile 3
1990 Census CP-1-37 Table 1
1990 Census CPH-5-37 Table 1 & Table 3

SOUTHWEST REGION	TOTAL POPULATION	AGE 0-3	AGE 3-4	AGE 5	AGE 6-11	MEDIAN AGE	TOTAL FAMILY HOUSEHOLDS	SPEAKS 2ND LANGUAGE IN HOME	HIGH SCHOOL GRADUATE OR HIGHER %	BACHELOR DEGREE OR HIGHER %	NUMBER HIGH SCHOOL DROP-OUT
PARMA REGIONAL *	87,876	3,349	2,149	1,046	6,220	37.0	25,234	10,168	76.9%	15.3%	246
BROOKLYN	11,706	313	206	114	712	40.9	3,398	1,426	70.6%	7.9%	57
NORTH ROYALTON	23,197	934	654	341	2,013	34.2	6,327	1,880	84.6%	22.6%	41
PARMA HEIGHTS	21,448	767	440	222	1,276	40.8	5,989	2,347	75.3%	15.7%	102
PARMA-RIDGE*											
PARMA-SNOW*											
STRONGSVILLE	35,308	1,447	1,045	494	3,413	34.8	10,031	2,072	89.5%	30.2%	65
* DATA FOR PARMA-RIDGE & PARMA-SNOW INCLUDED WITH PARMA REGIONAL		38				CP-1-37 TABLE 1 1990	CPH-5-37 TABLE 1 1990	CPH-5-37 TABLE 1 1990	25 YEARS OR OLDER CPH-5-37 TABLE 3	25 YEARS OR OLDER CPH-5-37 TABLE 3	16-19 YEARS OLD CPH-5-37 TABLE 3

AGE, EDUCATION, SOCIAL CHARACTERISTICS: CUYAHOGA COUNTY RESIDENTS IN CCPL SERVICE AREA

Sources: Ohio Data Users Center 1990 Profile 3
1990 Census CP-1-37 Table 1
1990 Census CPH-5-37 Table 1 & Table 3

NORTHEAST REGION	TOTAL POPULATION	AGE 0-3	AGE 3-4	AGE 5	AGE 6-11	MEDIAN AGE	TOTAL FAMILY HOUSEHOLDS	SPEAKS 2ND LANGUAGE IN HOME	HIGH SCHOOL GRADUATE OR HIGHER %	BACHELOR DEGREE OR HIGHER %	NUMBER HIGH SCHOOL DROP-OUT
MAYFIELD	19,847	514	337	155	859	44.4	4,257	2,759	77.3%	21.3%	28
BEACHWOOD	10,677	268	222	100	697	50.9	3,079	1,311	85.1%	44.2%	16
CHAGRIN FALLS (TOWNSHIP)	4,320	145	96	48	273	42.4	1,192	141	93.9%	57.3%	..
GATES MILLS	2,508	71	70	42	186	42.5	749	43	95.1%	58.6%	6
ORANGE	2,810	101	99	43	290	39.0	838	240	91.3%	53.6%	..
RICHMOND MALL (RICHMOND HTS. CITY)	9,611	330	187	84	504	38.3	2,753	1,372	84.4%	28.5%	21
SOUTH EUCLID	23,866	1,093	660	344	1,887	36.6	5,350	2,350	85.0%	29.8%	29
LYNDHURST	15,982	587	396	181	974	42.4	4,899	1,199	88.2%	33.2%	22
WARRENSVILLE	15,745	650	423	201	1,331	34.2	4,503	599	77.0%	12.4%	65
	40					CP-1-37 TABLE 1 1990	CPH-5-37 TABLE 1 1990	CPH-5-37 TABLE 1 1990	25 YEARS OR OLDER CPH-5-37 TABLE 3	25 YEARS OR OLDER CPH-5-37 TABLE 3	16-19 YEARS OLD CPH-5-37 TABLE 3

AGE, EDUCATION, SOCIAL CHARACTERISTICS: CUYAHOGA COUNTY RESIDENTS IN CCPL SERVICE AREA

Sources: Ohio Data Users Center 1990 Profile 3
1990 Census CP-1-37 Table 1
1990 Census CPH-5-37 Table 1 & Table 3

NORTHWEST REGION	TOTAL POPULATION	AGE 0-3	AGE 3-4	AGE 5	AGE 6-11	MEDIAN AGE	TOTAL FAMILY HOUSEHOLDS	SPEAKS 2ND LANGUAGE IN HOME	HIGH SCHOOL GRADUATE OR HIGHER %	BACHELOR DEGREE OR HIGHER %	NUMBER HIGH SCHOOL DROP-OUT
FAIRVIEW PARK REGIONAL	18,028	622	391	204	1,202	40.0	5,107	1,493	84.8%	28.1%	41
BAY VILLAGE	17,000	690	485	249	1,478	37.8	5,109	685	74.0%	20.1%	42
BEREA	19,051	661	439	235	1,429	32.8	4,652	900	84.8%	27.3%	56
BROOKPARK	22,865	749	525	291	1,823	34.8	6,442	1,141	74.4%	7.3%	91
MIDDLEBURG HEIGHTS	14,702	355	243	117	868	40.3	4,257	1,775	81.2%	21.5%	49
NORTH OLMSTED	34,204	1,249	867	473	2,855	35.9	9,581	2,371	85.9%	25.0%	73
OLMSTED FALLS	6,741	260	197	106	669	33.2	1,916	256	89.3%	25.9%	12
		42				CP-1-37 TABLE 1 1990	CPH-5-37 TABLE 1 1990	CPH-5-37 TABLE 1 1990	25 YEARS OR OLDER CPH-5-37 TABLE 3	25 YEARS OR OLDER CPH-5-37 TABLE 3	16-19 YEARS OLD CPH-5-37 TABLE 3

Appendix 7

Directory of Adult Community and Continuing Education Resources in Cuyahoga County

Cuyahoga County Public Library

It's more than you think.

This Directory is part of the Cuyahoga County Public Library's "Bringing Up Readers Program"; supported by Federal Library and Services Construction Act (LSCA) Title VI funds granted by the State Library of Ohio.

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- English as a Second Language (ESL)
- Family Literacy
- General Educational Development (GED)
- Head Start/Day Care Centers

Agencies in the Cuyahoga County Public Library Service Area (By Zip Code) ❸

Agency Profiles (Alphabetical) ❹

Glossary ❺

Literacy and Education Program

Type and Purpose

Adult Basic Education (ABE) Programs

Programs designed to provide adults with the necessary learning tools and background understanding for self, occupational, educational improvement. Participants include those adults who never attended school and those adults whose schooling was interrupted as well as those who seek personal improvement. The ultimate goal of Adult Basic Education is the elimination of adult illiteracy.

Beginning Reading Programs

Programs designed to help adults learn the basics of reading. A curriculum is developed to help adults develop a sight vocabulary, acquire word, attack skills, view reading as a thinking process and provide adults with opportunities for reading practice. Participants include adults who can not orally interpret the written word, and lack word perception, interpretation, decoding and integration skills.

English As a Second Language (ESL) Programs

Programs designed to meet the language needs of adults for whom English is not the dominant language, or primary language spoken in the home. In addition to learning the English language participants also learn American culture, history, citizenship. When English is taught as a foreign language, the emphasis is on literature, culture and social aspects. When English is taught as a second language the emphasis is on communication skills and competence.

Family Literacy Programs

Programs designed to encourage reading and writing in the home, and draw adults into adult education and literacy programs. The basic purpose is to break the cycle of intergenerational illiteracy and provide an experience that shows reading as an important and fun activity. Participants include adults who can not read, or can not read well enough to read aloud to a child. Also adults who do not understand the importance of reading to children, do not know how to read to children, or are unfamiliar with children's literature.

General Education Development (GED) Programs

Program designed for adults who never attended school or whose schooling was interrupted and therefore lack a high school diploma. Curriculum is designed to help prepare adults to pass a standardized examination consisting of five subtests. Those passing are considered to have an academic background equal to a high school graduate. Programs usually have open enrollment and students work at their individual pace. Participants are adults who are pass the age of compulsory school attendance who would like to finish their high school education and need or desire proof of it.

Head Start/Day Care Programs

National program designed to provide economically disadvantaged children with educational and achievement opportunities. In addition to teaching readiness skills (pre-literacy), the program also provides social service, medical, nutritional and psychological support. Participants are children and families who due to economics, social or geographical reasons lack the resources to become prepared to enter school ready to learn.

ADULT BASIC EDUCATION PROGRAMS (ABE)	
44022	
Chagrin Falls Park Community Center	247-6031
North Coast Tutoring Services	247-1622
Townsend Learning Centers, Inc.	247-8300
44070	
North Olmsted Adult Basic Education	779-3522
44102	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44103	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Fatima Community Center	391-0505
Fenix Circle Enterprises	431-8323
Phillis Wheatley Association	391-4443
44104	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44105	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Computer Assisted Learning	623-6962
44106	
Cleveland Heights-University Heights Adult Basic Education	371-7138
Cleveland Job Corps	795-8700
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
The Learning Center	368-6703
Salvation Army Superior Corps	229-6065
Townsend Learning Center	721-4466
44107	
Lakewood Adult Basic Education	529-4081
44108	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Glenville Opportunity Center	268-1600

ADULT BASIC EDUCATION PROGRAMS (ABE)	
44109	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44110	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44111	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44112	
East Cleveland Adult Basic Education	268-6563
44113	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Computer Assisted Learning	623-6927
Merrick House Settlement	771-5077
44114	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Cleveland Works	589-9675
Cuyahoga County Department of Human Services	987-7902
Downtown Adult Reading Center	621-9483
44115	
Adult Learning Center	987-4943
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Cleveland Skills and Career Center	523-8003
Cuyahoga Community College Greater Cleveland Adult-Learning Center	987-4047
Cuyahoga County Learning Center	443-5938
Veterans Upward Bound	987-4944
44116	
Rocky River Adult Basic Education	356-6891
Sylvan Learning Center	333-3300
44117	
Euclid Adult Basic Education	731-8033

ADULT BASIC EDUCATION PROGRAMS (ABE)	
44118	
Cleveland Heights-University Heights Adult Basic Education	371-7138
44120	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44121	
Murtes H. Taylor Multi-Services Center	283-4400
44122	
Wutzner Reading Clinic	292-2750
44123	
Euclid Adult Basic Education	731-8033
44124	
Sylvan Learning Centers	473-6065
44125	
Garfield Heights Community Center	662-8039
44128	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
United Labor Agency, Inc.	663-8500
Warrensville Adult Basic Education	752-3155
Warrensville Community Library (Administered by Warrensville ABE)	752-3155
44129	
Parma Adult Basic Education	842-5300
Parma Regional Library (Administered by Parma ABE)	
44130	
Berea City Schools Adult Education	433-0808
Parma Adult Basic Education Site: Divinity Lutheran Church Valley Forge High School	842-5300
44134	
Parma Adult Basic Education Site: Parma-Snow Library	842-5300

ADULT BASIC EDUCATION PROGRAMS (ABE)	
44136	
Strongsville Adult Basic Education	238-0552
Sylvan Learning Centers	238-0530
44137	
Literacy Resource Center (Maple Heights Library) (Administered by Warrensville ABE)	475-5000
Warrensville Adult Basic Education	752-3155
44139	
Sylvan Learning Center	349-4153
44141	
Cuyahoga Valley Adult Basic Education	526-5200
44143	
Mayfield Adult Basic Education	442-1079
44145	
Townsend Learning Centers	871-7007
Westlake Adult Basic Education	835-6381
44146	
Warrensville Adult Basic Education Site: Bedford High School	752-3155

BEGINNING READING PROGRAMS	
44022	
North Coast Tutoring Services	247-1622
Townsend Learning Center	247-8300
44070	
North Olmsted Adult Basic Education	779-3522
44102	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44103	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Project: LEARN	621-9483
44104	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44105	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Computer Assisted Learing	623-6962
Reading Enrichment for Adult Development	341-8314
44106	
Cleveland Heights-University Adult Basic Education	371-7138
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Townsend Leaning Centers	721-4466
44107	
Lakewood Adult Basic Education	529-4081
44108	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44109	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Project: LEARN	621-9483
44110	
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BEGINNING READING PROGRAMS	
44111	
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44114	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Project: LEARN	621-9483
44115	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44116	
Rocky River Adult Basic Education	356-6891
Sylvan Learning Center	333-3300
44117	
Euclid Adult Basic Education	731-8033
44118	
Cleveland Heights-University Heights Adult Basic Education	371-7138
44119	
Project: LEARN	621-9483
44120	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44122	
Weitzner Reading Clinic	292-2750
44123	
Euclid Adult Basic Education	731-8033
44124	
Sylvan Learning Center	473-6065

BEGINNING READING PROGRAMS	
44125	
Garfield Heights Community Center	662-8039
44128	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Warrensville Adult Basic Education	752-3155
44129	
Parma Adult Basic Education	842-5300
44130	
Berea City School District Adult Education	433-0808
Parma Adult Basic Education	842-5300
44131	
Sylvan Learning Center	447-9111
44134	
Parma Adult Basic Eduation	842-5300
44136	
Strongsville Adult Basic Education	238-0552
Sylvan Learning Center	238-0530
44137	
Warrensville Adult Basic Education	752-3155
44139	
Sylvan Learning Center	349-4153
44143	
Mayfield Adult Basic Education	442-1079
44145	
Townsend Learning Centers	871-7007
Westlake Adult Basic Education	835-6381
44146	
Warrensville Adult Basic Education	752-3155

ENGLISH AS A SECOND LANGUAGE PROGRAMS (ESL)	
44017	
American Language Academy	234-0405
44022	
North Coast Tutoring Services	247-1622
44070	
North Olmsted Adult Basic Education	779-3522
44102	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44103	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Project: LEARN	621-9483
44104	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44105	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Computer Assisted Learning	623-6962
44106	
Cleveland Heights-University Heights Adult Basic Education	371-7138
Cleveland Public Schools Office of Adult and Continuing Education	623-6962
ELS Language Center	368-2716
The Learning Center	368-6703
44107	
Lakewood Adult Basic Education	529-4081
44108	
Cleveland Public Schools Office of Adult and Continuing Education	623-6962
44109	
Cleveland Public Schools Office of Adult and Continuing Education	623-6962
Project: LEARN	621-9483
44110	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484

ENGLISH AS A SECOND LANGUAGE PROGRAMS (ESL)	
44111	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44112	
East Cleveland Adult Basic Education	268-6563
44113	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Computer Assisted Learning	623-6927
44114	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Project: LEARN	621-9483
44115	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Cleveland Skills and Career Center	523-8003
44116	
Rocky River Adult Basic Education	356-6891
44117	
Euclid Adult Basic Education	731-8033
44118	
Cleveland Heights-University Adult Basic Education	371-7138
Jewish Community Center	382-4000
44119	
Project: LEARN	621-9483
44120	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44123	
Euclid Adult Basic Education	731-8033
44128	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Warrensville Adult Basic Education	752-3155

ENGLISH AS A SECOND LANGUAGE PROGRAMS (ESL)	
44129	
Parma Adult Basic Education	842-5300
44130	
Berea City Schools Adult Education	433-0808
Parma Adult Basic Education	842-5300
44134	
Parma Adult Basic Education	842-5300
44136	
Strongsville Adult Basic Education	238-0552
44137	
Warrensville Adult Basic Education	752-3155
44141	
Cuyahoga Valley Adult Basic Education	526-5200
44143	
Mayfield Adult Basic Education	442-1079
44145	
Westlake Adult Basic Education	835-6381
44146	
Warrensville Adult Basic Education	752-3155

FAMILY LITERACY PROGRAMS	
44070	
North Olmsted Adult Basic Education	779-3522
44102	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44103	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44104	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44105	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44106	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44107	
Lakewood Adult Basic Education	529-4081
44108	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44109	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44110	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44111	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44113	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Family Life Education	696-2677
44114	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484

FAMILY LITERACY PROGRAMS	
44115	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Cleveland Skills and Career Center	523-8003
First Teachers	621-5925
44120	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44125	
Garfield Heights Community Center	662-8039
44128	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44129	
Parma Adult Basic Education	842-5300
44134	
Parma Adult Basic Education	842-5300
44137	
Literacy Resource Center Cuyahoga County Public Library	475-5000

GENERAL EDUCATION DEVELOPMENT PROGRAMS (GED)	
44022	
Chagrin Falls Park Community Center	247-6031
North Coast Tutoring Services	247-1622
Townsend Learning Center	247-8300
44070	
North Olmsted Adult Basic Education	779-3522
44102	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44103	
Center for Career Options	431-8323
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Fatima Community Center	391-0505
Fenix Circle Enterprises	431-8323
Phillis Wheatley Association	391-4443
44104	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Friendly Inn	431-7656
44105	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44106	
Cleveland Heights-University Heights Adult Basic Education	371-7138
Cleveland Job Corps	795-8700
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
The Learning Center	368-6703
Townsend Learning Center	721-4466
44107	
Lakewood Adult Basic Education	529-4081
44108	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Glenville Opportunity Center	268-1600

GENERAL EDUCATION DEVELOPMENT PROGRAMS (GED)	
44109	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44110	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44111	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44112	
East Cleveland Adult Basic Education	268-6563
44114	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Cuyahoga County Department of Human Services Employment Services Division	987-7902
44115	
Adult Learning Center	987-4943
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Cleveland Skills and Career Center	523-8003
Cuyahoga Community College Greater Cleveland Adult Learning Center	987-4047
Cuyahoga County Learning Center	443-5938
44116	
Rocky River Adult Basic Education	356-6891
44117	
Euclid Adult Basic Education	731-8033
44118	
Cleveland Heights-University Heights Adult Basic Education	371-7138
44120	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
44121	
Murtis H. Taylor Multi-Services Center	283-4400
44122	
Wertzner Reading Clinic	292-2750

GENERAL EDUCATION DEVELOPMENT PROGRAMS (GED)	
44123	
Euclid Adult Basic Education	731-8033
44125	
Garfield Heights Community Center	662-8039
44128	
Cleveland Public Schools Office of Adult and Continuing Education	523-8484
Harvard Community Services Center	991-8585
United Labor Agency	663-8500
Warrensville Adult Basic Education	752-3155
44129	
Parma Adult Basic Education	842-5300
44130	
Berea City Schools Adult Education	433-0808
Parma Adult Basic Education	842-5300
44134	
Parma Adult Basic Education	842-5300
44136	
Strongsville Adult Basic Ecduation	238-0552
44137	
Literacy Resource Center	475-5000
Warrensville Adult Basic Education	752-3155
44141	
Cuyahoga Valley Adult Basic Education	526-5200
44143	
Mayfield Adult Basic Education	442-1079
44145	
Townsend Learning Center	871-7007
Westlake Adult Basic Education	835-6381
44146	
Warrensville Adult Basic Education	752-3155

HEAD START/DAY CARE CENTERS	
44102	
Catholic Board of Education - St. Boniface	651-6226
Community United Head Start & Day Care Services - Julia Burgos	651-4118
Marotta Montessori Schools of Cleveland - Fruitland School Campus	521-0593
Neighborhood Centers Association - Willard Head Start	651-5154
Westside Ecumenical Ministries Child Development Centers Inc.	
Home Base Head Start	281-4600
People's Hope Head Start	631-5500
St. Luke's Head Start	651-0764
Trinity United Head Start	281-1369
44103	
Catholic Board of Education	
Our Lady of Fatima	391-5375
St. Phillip Neri	881-3844
Community United Head Start & Day Care Services	
Dunham Christian Head Start	361-7609
North-East Head Start (Church of God)	431-7555
Ministerial Day Care Association - New Mt. Zion	431-9596
Neighborhood Centers Association - Rainey Institution Head Start	881-1766
44104	
Catholic Board of Education	
Charles V. Carr Head Start	431-5443
King Kennedy	431-9547
Our Lady of Mt. Carmel	791-5073
St. Benedict	229-4231
Community United Head Start and Day Care Services	
Carver Park Day Care Center	361-6977
Garden Valley Day Care Center	271-3987
Garden Valley Head Start	441-2379
Kinsman Gardens Head Start	883-7749

HEAD START/DAY CARE CENTERS	
Outwaite Head Start	881-7892
Ministerial Day Care Association - St. Mark's Head Start	
44105	
Catholic Board of Education	
Nativity	429-0182
St. Timothy Head Start	475-5493
Transfiguration Head Start	341-1477
Community United Head Start & Day Care Services	
Home Base Orleans	341-1404
Shaker United Methodist Head Start	883-1722
Ministerial Day Care Association	
Avon Avenue Baptist Church Head Start	883-8550
Holy Trinity	561-4126
44106	
Center for Human Services - Hough Parent and Child Center	229-0700
Community United Head Start and Day Care Services	
Fellowship Lutheran Head Start	795-4398
Hough Community Head Start	791-1920
St. James A.M.E. Church Head Start	791-4376
Ministerial Day Care Association - Antioch Baptist Church Head Start	231-8487
44107	
Center for Human Services	
Lakewood Day Care	228-1020
Lakewood Head Start	228-8918
44108	
Catholic Board of Education	
Martin DePorres	249-5159
St. Thomas Aquinas	421-8870
Community United Head Start and Day Care Services	
Garfield Head Start	268-4374

HEAD START/DAY CARE CENTERS	
Bethany Baptist Church Head Start	791-2658
Ministerial Day Care Association	
Church of Christ	541-2210
Cory United Methodist Head Start	451-9838
East Glenville United Methodist	451-1377
Second Mt. Olive	451-1003
44109	
Community United Head Start and Day Care Services	
Pearl Road Methodist Church Head Start	398-5905
Archwood - Denison	398-5488
44110	
Marotta Montessori Schools of Cleveland	
Collinwood Campus	481-6500
Beulah Baptist Church	451-6828
Ministerial Day Care Association - Greater Faith Baptist	541-5505
Neighborhood Centers Association Collinwood Community Center Head Start	541-4400
44111	
Catholic Board of Education - St. Ignatius	251-3615
44112	
Community United Head Start and Day Care Services Good Shepherd Church	481-6261
East Cleveland City Schools Head Start	
Nela Head Start	268-6655
Terrace Center	268-6808
44113	
Catholic Board of Education - St. John Rantius	696-6444
Community United Head Start and Day Care Services	
Independent Evangelical Head Start	651-4454
Riverview Head Start	566-9087
Marotta Montessori Schools of Cleveland - Fremont Campus	621-1533

HEAD START/DAY CARE CENTERS	
Neighborhood Centers Association - William Patrick Day	736-2934
West Side Ecumenical Ministries Child Development Centers Lakeview Terrace Head Start	861-4438
44114	
West Side Ecumenical Ministries Child Development Centers Cleveland Works	589-9675
44118	
Center for Human Services - American Head Start	382-4000
44120	
Catholic Board of Education - Mt. Pleasant	752-3987
Center for Human Services - Hough Parent and Child Center	229-0700
Ministerial Day Care Association	
Mt. Olive Baptist Church	991-1830
Second New Hope Baptist Church	721-6556
Neighborhood Centers Association	
Murtis H. Taylor Head Start	283-4400
Roosevelt Head Start	662-0159
Sussex Head Start	491-1650
44121	
Community United Head Start and Day Care Services Mosdos Ohr Hatorah Head Start	382-6367
East Cleveland City Schools Head Start - Millikin School Head Start	371-3244
44123	
Marotta Montessori Schools of Cleveland - Glenville Campus	249-6672
44127	
Catholic Board of Education - Our Lady of Lourdes Head Start	441-0622
44128	
Marotta Montessori Schools of Cleveland - Whitney Young Campus	921-6672
Ministerial Day Care Association - Zion Chapel Baptist	752-2743
Neighborhood Centers Association - Harvard Head Start	991-8585
Community United Head Start and Day Care Services St. Paul United Methodist Head Start	791-7100

HEAD START/DAY CARE CENTERS	
44130	
Neighborhood Centers Association - West Head Start at Tri-C	843-6710
44132	
East Cleveland City Schools Head Start	
Roosevelt Elementary	486-1933
Thomas Jefferson Magnet	261-8329
44134	
Catholic Board of Education - St. Francis DeSales	886-3466
44135	
Catholic Board of Education - Riverside Head Start	267-4731
Community United Head Start and Day Care Services Bellaire Community Center Head Start	941-0769

AGENCIES IN THE CUYAHOGA COUNTY PUBLIC LIBRARY SERVICE AREA

	PROGRAM TYPE	SERVICES	FEES
44017			
American Language Academy Baldwin-Wallace College 300 Front Street Berea, Ohio 44017 234-0405	Youth	ESL	Yes
Upward Bound Baldwin-Wallace College 275 Eastland Road Berea, Ohio 44017 826-2208	Youth	Tutoring (Restricted to students from Lincoln-West, West Technical, John Adams, and South High)	No
44022			
Chagrin Falls Park Community Center 7060 Woodland Avenue Chagrin Falls, Ohio 44022 247-6031	Adult	ABE, GED	No
North Coast Tutoring Services 120 North Main Street Chagrin Falls, Ohio 44022 247-1622	Youth	Beginning Literacy, LD, ESL Tutoring	Yes
North Coast Tutoring Services 120 North Main Street Chagrin Falls, Ohio 44022 247-1622	Adult	Beginning Literacy, LD, ABE, GED, ESL, Workplace Literacy, Tutoring	Yes
Townsend Learning Centers, Inc. 210 Bell Street Chagrin Falls, Ohio 44022 247-8300	Youth	Beginning Literacy, LD, Gifted Test-Prep Preschool Program	Yes
Townsend Learning Centers, Inc. 210 Bell Street Chagrin Falls, Ohio 44022 247-8300	Adult	Beginning Literacy, ABE, GED, LD, Workplace Literacy Psychological Test	Yes
44070			
North Olmsted ABLE 30395 Lorain Road North Olmsted, Ohio 44070 779-3522	Adult	Beginning Literacy, ABE, GED, ESL, Family Literacy, Workplace Literacy	No *

* Fee is charged for Workplace only
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AGENCIES IN THE CUYAHOGA COUNTY PUBLIC LIBRARY SERVICE AREA

	PROGRAM TYPE	SERVICES	FEES
44122			
Weitzner Reading Clinic 27900 Chagrin Boulevard Woodmere, Ohio 44122 292-2750	Youth	Beginning Literacy, Diagnosis and Treatment, Study Skills, Test-Prep, Career Guidance, LD	Yes
Weitzner Reading Clinic 27900 Chagrin Boulevard Woodmere, Ohio 44122 292-2750	Adult	Beginning Literacy, ABE, GED, LD, Diagnosis and Treatment, Career Guidance	Yes
44124			
Julie Billiart School 4982 Clubside Road Lyndhurst, Ohio 44124 381-1191	Youth	LD	Yes
Sylvan Learning Center 5656 Mayfield Road Lyndhurst, Ohio 44124 473-6065	Youth	Beginning Literacy, Tutoring, Test-Prep, Diagnostic Testing	Yes
Sylvan Learning Center 5656 Mayfield Road Lyndhurst, Ohio 44124 473-6065	Adult	Beginning Literacy, Tutoring, Diagnostic Testing	Yes
44125			
Garfield Heights Community Center 13455 Dressler Road Garfield Heights, Ohio 44125 662-8039	Youth	Beginning Literacy, After School Tutoring (to Garfield Heights Residents), Life-Skills Development	No
Garfield Heights Community Center 13455 Dressler Road Garfield Heights, Ohio 44125 662-8039	Adult	Beginning Literacy, ABE, GED, Workplace	No *
Positive Education Programs 5764 Turney Road Garfield Heights, Ohio 44125 662-3800	Youth	Day School (Emotional/behavioral problems), Individualized educational plans	Yes

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AGENCIES IN THE CUYAHOGA COUNTY PUBLIC LIBRARY SERVICE AREA

	PROGRAM TYPE	SERVICES	FEES
44128			
Harvard Community Services Center 18240 Harvard Avenue Cleveland, Ohio 44128 991-8585	Youth	Tutoring, Counseling, Head Start Provider	Yes
Harvard Community Services Center 18240 Harvard Avenue Cleveland, Ohio 44128 991-8585	Adult	GED	Yes
United Labor Agency, Inc. Youth Service Division 4500 Lee Road, Suite 120 Cleveland, Ohio 44128 663-8500	Youth	SAT/ACT Test-Prep	No
United Labor Agency, Inc. Youth Service Division 4500 Lee Road, Suite 120 Cleveland, Ohio 44128 663-8500	Adult	Basic Skills, GED, Skills Specific in Building Trades	No
Warrensville Community Library 22035 Clarkwood Parkway Warrensville Heights, Ohio 44128 (Additional site of Warrensville Able)	Adult	Beginning Literacy, ABE, GED, ESL, Workplace Literacy, Tutoring	No
44129			
Parma ABLE 6726 Ridge Road Parma, Ohio 44129 842-5300	Adult	Beginning Literacy, ABE, GED, ESL, Workplace Literacy, Family Literacy	No *
44130			
Berea City School District ABLE Polaris Vocational School 7285 Old Oak Boulevard Middleburg Heights, Ohio 44130 433-0808	Adult	Beginning Literacy, ABE, GED, ESL, Workplace Literacy	No *
Divinity Lutheran Church 11877 Blossom Avenue Parma Heights, Ohio 44130 (Additional site of Parma ABLE)	Adult	Beginning Literacy, ABE, GED, ESL, Workplace Literacy, Family Literacy	No *

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AGENCIES IN THE CUYAHOGA COUNTY PUBLIC LIBRARY SERVICE AREA

	PROGRAM TYPE	SERVICES	FEES
Valley Forge High School 999 Independence Boulevard Parma, Ohio 44130 (Additional site of Parma ABLE)	Adult	Beginning Literacy, ABE, GED, ESL, Workplace Literacy, Family Literacy	No *
Positive Education Program Hopewell 6877 Middlebrook Boulevard Middleburg Heights, Ohio 44130 433-1481	Youth	Day School (Emotional/Behavioral problems) Individualized Educational Plans	Yes
44131			
Marycrest 7800 Brookside Road Independence, Ohio 44131 524-5280	Youth	Life-skills (females only, Severe Behavioral, emotional or social problems)	No
Sylvan Learning Centers 4200 Rockside Road Independence, Ohio 44131 447-9111	Youth	Beginning Literacy, Tutoring, Test-Prep, Diagnostic Testing	Yes
Sylvan Learning Centers 4200 Rockside Road Independence, Ohio 44131 447-9111	Adult	Beginning Literacy, Tutoring, Diagnostic Testing	Yes
44134			
Learning Disability Association of Cuyahoga County 5360 Brookpark Road Cleveland, Ohio 44134 749-0133	Youth	Social Skills, Employment Skills, Tutoring, Referrals, and Information	No **
Learning Disability Association of Cuyahoga County 5360 Brookpark Road Cleveland, Ohio 44134 749-0133	Adult	Social Recreational Programs, Tutoring, Information and Referral	No **
Parma-Snow Library 2121 Snow Road Parma, Ohio 44134 661-4240 (Additional Site of Parma ABLE)	Adult	Beginning Literacy, ABE, GED, ESL, Workplace Literacy, Family Literacy	No *

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AGENCIES IN THE CUYAHOGA COUNTY PUBLIC LIBRARY SERVICE AREA

	PROGRAM TYPE	SERVICES	FEES
44136			
Strongsville Adult Basic Education 13200 Pearl Road Strongsville, Ohio 44136 238-0552	Adult	Basic Skills, GED, ESL, ABE, LD, Workplace Literacy	No *
Sylvan Learning Center 14399 Pearl Road Strongsville, Ohio 44136 238-0530	Youth	Beginning Literacy, Tutoring, Test-prep, Diagnostic Testing	Yes
Sylvan Learning Center 14399 Pearl Road Strongsville, Ohio 44136 238-0530	Adult	Beginning Literacy, Tutoring, Diagnostic Testing	Yes
44137			
Cuyahoga Special Education Center 14605 Granger Road Maple Heights, Ohio 44137 587-5960	Youth	LD (up to age 22)	No
Literacy Resource Center Maple Heights Regional Library 5225 Library Lane Maple Heights, Ohio 44137 475-5000	Adult	Materials, information, referrals, family literacy, computer aided learning, GED, ABE, site	None
Maple Heights Regional Library 5225 Library Lane Maple Heights, Ohio 44137 475-5000 (Additional site of Warrensville ABLE)	Adults	Beginning Literacy, ABE, GED, ESL, Workplace Literacy, Tutoring	No
44139			
Sylvan Learning Centers 34305 Solon Road, Suite 60 Solon, Ohio 44139 349-4153	Youth	Beginning Literacy, Tutoring Test-Prep, Diagnostic Testing	Yes
Sylvan Learning Centers 34305 Solon Road, Suite 60 Solon, Ohio 44139 349-4153	Adult	Beginning Literacy, Tutoring, Diagnostic Testing	Yes

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AGENCIES IN THE CUYAHOGA COUNTY PUBLIC LIBRARY SERVICE AREA

	PROGRAM TYPE	SERVICES	FEES
44141			
Cuyahoga Valley ABLE Cuyahoga Valley Vocational School 8001 Brecksville Road Brecksville, Ohio 44141 526-5200 ext. 74	Adults	ABE, GED, ESL, Workplace Literacy, Tutoring	No *
44143			
Mayfield ABLE 6116 Wilson Mills Road Mayfield Village, Ohio 44143 442-1079	Adults	Beginning Literacy, ABE, GED, ESL	No
44146			
Warrensville ABLE 4285 Warrensville Center Road Warrensville Heights, Ohio 44128	Adults	Beginning Literacy, ABE, GED, ESL, Workplace Literacy Tutoring	No
Bedford High School 481 Northfield Road Bedford, Ohio 44146 (Additional site of Warrensville ABLE)	Adults	Beginning Literacy, ABE, GED, ESL, Workplace Literacy, Tutoring	

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AGENCY PROFILES

Literacy & Educational Resources in Cuyahoga County

ADULT LEARNING CENTER *(987-4943)* 100 Euclid Avenue Cleveland, Ohio 44115	Offers beginning to **Advanced Literacy** classes to adults referred from the Cuyahoga County Department of Employment and Training Services. Offer services available are **GED** prep and computer-aided instruction and **ABE**.
AMERICAN LANGUAGE ACADEMY *(234-0405)* Baldwin-Wallace College 300 Front Street Berea, Ohio 44017	Offers **English As a Second Language** instruction to high school and college-age students. (Must have proper passports and visas) intensive 10-week session covering grammar, reading, writing, listening and speaking.
BEREA CITY SCHOOL DISTRICT *(433-0803)* *ADULT EDUCATION* *Polaris Vocational School* *7285 Old Oak Boulevard* *Middleburg Heights, Ohio 44130*	Offers basic reading, writing and math instruction to adults. **GED** prep and **English As a Second Language** are also available and **ABE**.
CENTER FOR CAREER OPTIONS *(431-8323)* *Non-Profit Division Fenix Circle Enterprises* *5000 Euclid Avenue, Suite 211* *Cleveland, Ohio 44103*	Offers computer-assisted **GED** prep to adults. Also for youth legally withdrawn from school and between the ages 16-21 and JTPA eligible. A pre-employment skills development course.
CHAGRIN FALLS PARK COMMUNITY CENTER *(247-6031)* 7060 Woodland Avenue Chagrin Falls, Ohio 44022	Offers instruction in **Basic Skills**, **GED** prep to adults. Tutoring services also available.
CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS ADULT BASIC LITERACY EDUCATION *(371-7138)* 2155 Miramar Boulevard University Heights, Ohio 44118	Offers beginning to **Advanced Literacy** instruction. **GED** preparation and testing. Also available are **English As a Second Language** classes, Citizenship classes and computer aided learning. **(GED test site)**.
CLEVELAND JOB CORPS CENTER *(795-8700)* *10660 Carnegie Avenue* *Cleveland, Ohio 44106*	Offers **Basic Skills** instruction to young adults legally withdrawn from schools and to unemployed or/and underemployed high-school graduates. Also available are **GED** prep and career counseling and placement assistance and **ABE**.

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AGENCY PROFILES

Literacy & Educational Resources in Cuyahoga County

CLEVELAND PUBLIC SCHOOLS *(523-8484)* OFFICE OF ADULT AND CONTINUING EDUCATION	Offers beginning to **Advanced Literacy** instruction to adults, **GED** prep and **English As a Second Language** are also offered, as well as **ABE**. Other programs are **Family Literacy** and Individual Reading Instruction. **(GED test site)**.
CLEVELAND SKILLS AND *(523-8003)* CAREER CENTER 2850 Euclid Avenue Cleveland, Ohio 44115	Offers classes in **Basic Skills** to adults, including problem solving and information processing, Beginning to Advanced **Literacy** and **GED** prep, and **ABE**. Also available are **English As a Second Language** and **Family Literacy** programs and career instruction in interviewing and resume writing.
COMPUTER ASSISTED LEARNING (623-2822) Cleveland Public Library 325 Superior Avenue Cleveland, Ohio 44114	Offers **Basic Skills** instruction and Computer-Assisted programs in reading, math, and job skills. **English As A Second Language** programs are also available and **ABE**.
CUYAHOGA COUNTY (987-7902) DEPARTMENT OF HUMAN SERVICES: EMPLOYMENT SERVICES DEPARTMENT 1641 Payne Avenue, Room 450 Cleveland, Ohio 44114	Offers **Basic Skills** Education and training to adults receiving public assistance. Also available are **Adult Basic Education** classes, **GED** classes and job training.
CUYAHOGA COUNTY LEARNING (443-5938) CENTER 1375 Euclid Avenue One Playhouse Square Cleveland, Ohio 44115	Offers instruction in **Basic Skills**, and pre-**GED** programs. Also available are **GED** prep classes and testing, (must be referred by the County Department of Employment Services), and **ABE**.
CUYAHOGA VALLEY ADULT (526-5200 ext. 74) BASIC AND EDUCATION Cuyahoga Valley Vocational School 8001 Brecksville Road Brecksville, Ohio 44141	Offers **Basic Skills** instruction to adults, including one-on-one tutoring an small group instruction. Also available are **GED** classes, **ABE**, and **English As a Second Language** classes.
DOWNTOWN ADULT READING (621-9483) CENTER 1701 Payne Avenue Cleveland, Ohio 44114	Offers **Literacy** classes to adults. Small group instruction geared towards adults reading on a 4th - 8th grade level. Basic subjects include American History, Life Science, Literature, Phonics/Spelling in a ten-week course.

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AGENCY PROFILES

Literacy & Educational Resources in Cuyahoga County

EAST CLEVELAND ADULT BASIC EDUCATION (268-6563) 15305 Terrace Road East Cleveland, Ohio 44112	Offers beginning to **Advanced Literacy** classes to adults. Also offers **GED** preparation and **English As a Second Language** classes and **ABE**.
ELS LANGUAGE CENTER (368-2716) 10900 Euclid Avenue, Yost #421 Cleveland, Ohio 44106	Offers classes in speaking, listening, reading and writing to people who speak **English As A Second Language**. Must be at least 14 years old. Also will match program participants with a partner to increase english language skills.
EUCLID ADULT BASIC AND LITERACY EDUCATION (261-2900) 651 East 222nd Street Euclid, Ohio 44123	Offers beginning to **Advanced Literacy** classes for adults. Also offers computer assisted learning, **English As a Second Language** and citizenship classes. Pre-**GED** (basic reading and math) and **GED** preparation is available.
FAMILY LIFE EDUCATION (696-2677) 1332 West 28th Street Cleveland, Ohio 44113	Offers **Family Literacy** classes to parents 16 years or older in a partnership with Cleveland Public School **Adult Basic Education** Programs. Provides Head Start programs for pre-schoolers and help parents learn strategies to help children acquire learning skills.
FATIMA COMMUNITY CENTER (391-0505) 6707 Quimby Avenue Cleveland, Ohio 44103	Offers **Adult Basic Skills** classes and **GED** preparation. Also offers tutoring for adults and one-on-one and small group remedial tutoring for youths. Head Start program also available.
FENIX CIRCLE ENTERPRISES (431-8323) 5000 Euclid Avenue Suite 211 Cleveland, Ohio 44103	Offers **GED** classes to adults, includes computer-assisted **GED** preparation. Also available is job training for youth legally withdrawn from school (ages 16-21) and reside in Cleveland. Other services include program for youth with learning disabilities.
FIRST TEACHERS (621-5925) 2230 Euclid Avenue Cleveland, Ohio 44115	Offers **Family Literacy** Programs. Also workshops to teach parents how to help children with homework. Pre-reading activities are used to encourage parental involvement in the child's literacy development.

* **Fee is charged for Workplace only**
** **Fee is charged for Tutoring only**

AGENCY PROFILES

Literacy & Educational Resources in Cuyahoga County

FRIENDLY INN (431-7656) 2382 Unwin Road Cleveland, Ohio 44104	Offers **GED** preparation to adults and also some learning and parenting skills classes to teens who are custodial parents.
GARFIELD HEIGHTS COMMUNITY CENTER (662-8039) 13455 Dressler Road Garfield Heights, Ohio 44125	Offers one-on-one and small group instruction to adults in basic reading, writing, math and english. Also offers **GED** preparation and classes and beginning to advanced **Literacy**. Uses a multi-media approach, including computer aided learning. **Family Literacy**, Head Start, and tutoring also available.
GLENVILLE OPPORTUNITY CENTER (268-1600) 1073 East 105th Street Cleveland, Ohio 44108	Offers classes for adults in **GED** preparation, computer training, and **Adult Basic Education**. Includes one-on-one and small group instruction.
HARVARD COMMUNITY SERVICES CENTER (991-8585) 18240 Harvard Avenue Cleveland, Ohio 44128	Offers **GED** preparation for adults. Also tutoring for youths and a Head Start program for pre-schoolers.
INTERNATIONAL SERVICES CENTER (781-4560) 1836 Euclid Avenue Cleveland, Ohio 44115	Offers instruction in speaking, listening, reading, and writing for adults for whom english is a second language. Also offers preparation for citizenship and test of english as a foreign language.
JEWISH COMMUNITY CENTER (382-4000) 3505 Mayfield Road Cleveland, Ohio 44118	Offers **English As a Second Language** to adults who have refugee status. Classes range from beginning to advanced.
LAKEWOOD ADULT BASIC AND LITERACY EDUCATION (529-4081) 1470 Warren Road Lakewood, Ohio 44107	Offers one-on-one and small group instruction to adults. Services include **GED** preparation, **Adult Basic Education**, **English As a Second Language** and **Family Literacy**. Also offers beginning **Literacy**.
LEARNING CENTER (368-6703) Case Western Reserve University - Pardee Hall #415 Cleveland, Ohio 44106	Offers individual and small group tutoring to adults. Classes in reading, writing, and speaking for those studying **English As a Second Language** are also available. **GED** preparation and **Adult Basic Education** are available.

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** **Fee is charged for Tutoring only**

AGENCY PROFILES

Literacy & Educational Resources in Cuyahoga County

LITERACY RESOURCE CENTER (475-5000) Cuyahoga County Public Library Maple Heights Regional 5225 Library Lane Maple Heights, Ohio 44137	Offers information and referrals to those seeking educational, **literacy** and tutoring resources. Material (print and audio visual) for adult new readers, **Adult Basic Education, GED** and **English As a Second Language** also available. On-site **GED** classes, **Family Literacy** and some self-help computer aided learning programs available.
MAYFIELD ADULT BASIC AND LITERACY EDUCATION (442-1079) 6116 Wilson Mills Road Mayfield Village, Ohio 44143	Offers beginning to **Advanced Literacy** classes to adults. Also **GED** preparation and **English As a Second Language**. Small group and one-on-one instruction available.
MERRICK HOUSE SETTLEMENT (771-5077) 1050 Starkweather Avenue Cleveland, Ohio 44113	Offers one-on-one tutoring and beginning to **Advanced Literacy** to adults. Also available are **GED** preparation and **Adult Basic Education**.
MURTIS H. TAYLOR MULTI-SERVICES CENTER (283-4400) 13422 Kinsman Road Cleveland, Ohio 44121	Offers **Adult Basic Education** and **GED** preparation to adults. Also offers tutoring on a one-on-one basis and small group instruction to school-age youth.
NORTH COAST CABLE (575-8016) 3300 Lakeside Avenue Cleveland, Ohio 44114	Offers **GED** preparation and **English As a Second Language** instruction through local TV and cable programming.
NORTH COAST TUTORING SERVICES (247-1622) 120 North Main Street Chagrin Falls, Ohio 44022	Offers one-on-one tutoring to all ages. Offers **GED, English As a Second Language, Adult Basic Education** for adults. Also offers beginning to **Advanced Literacy**.
NORTH OLMSTED ADULT BASIC AND LITERACY EDUCATION (779-3522) Chestnut Adult Education Center 30395 Lorain Road North Olmsted, Ohio 44070	Offers one-on-one and small group instruction in **Basic Skills** to adults. **GED** and **English As a Second Language, Family Literacy** and Computer Literacy also available. **Basic skills** cover beginning to **Advanced Literacy** and **Adult Basic Education**.

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AGENCY PROFILES

Literacy & Educational Resources in Cuyahoga County

PARMA ADULT BASIC AND LITERACY EDUCATION (842-5300) 6726 Ridge Road Parma, Ohio 44129	Offers one-on-one, small group and classroom instruction to adults. Includes **GED** preparation, **Adult Basic Education**, **English As a Second Language**, **Family Literacy**, and computer-aided learning. Also offers training to tutors and beginning to **Advanced Literacy (GED test site)**.
PHILLIS WHEATLEY ASSOCIATION (391-4443) 4450 Cedar Avenue Cleveland, Ohio 44103	Offers **Adult Basic Education** and **GED** preparation for adults. An on-site library is available and open to the public. One-on-one tutoring in math, reading, and science is available for youths under Project STEP-UP program.
PROJECT: LEARN (621-9483) 1701 Payne Avenue Cleveland, Ohio 44114	Offers one-on-one instruction and tutoring to all adults in reading and writing. Beginning **Literacy** through level 3 and also **English As a Second Language** classes are available. Tutor training is provided and resources include some computer-aided learning.
READING ENRICHMENT FOR ADULT DEVELOPMENT (R.E.A.D.) (341-8314) 12002 Miles Avenue Cleveland, Ohio 44105	Offers one-on-one and small group instruction in reading, writing, math and communication to adults. Services limited to beginning **Literacy**.
ROCKY RIVER ADULT BASIC AND LITERACY EDUCATION (356-6891) 1101 Morewood Parkway Rocky River, Ohio 44116	Offers **Basic Skills** from beginning to **Advanced Literacy** to adults in a one-to-one and small group setting. **Adult Basic Education** and **GED** and **English As a Second Language** also available.
STRONGSVILLE ADULT BASIC AND LITERACY EDUCATION (238-0552) 13200 Pearl Road Strongsville, Ohio 44136	Offers one-on-one and small group instruction in **Basic Skills** to adults. Also offers **GED**, **English As a Second Language, Adult Basic Education** and **Family Literacy**. Beginning to **Advanced Literacy** classes are available as well as special needs classes to help adults with disabilities make the transition from school to work.

* **Fee is charged for Workplace only**
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AGENCY PROFILES

Literacy & Educational Resources in Cuyahoga County

SYLVAN LEARNING CENTER INC (333-3300) 20545 Center Ridge Road Rocky River, Ohio 44116	Offers one-on-one tutoring in reading, math, writing, and study skills to all ages. Learning programs are based on diagnostic testing. Academic reading and ACT/SAT test preparation also available.
TOWNSEND LEARNING CENTERS, INC. (247-8300) 210 Bell Street Chagrin Falls, Ohio 44022	Offers beginning to **Advanced Literacy** to all ages. **Adult Basic Education**, **GED** and **English As a Second Language** also available. Also offers psychological testing and individual programs. Programs also available; for learning disabled and gifted.
UNITED LABOR AGENCY INC. (663-8500) 4500 Lee Road, Suite 120 Cleveland, Ohio 44128	Offers **Basic Skills** and **GED** preparation to those between 16 and 27 years old.
WARRENSVILLE ADULT - BASIC AND LITERACY EDUCATION (752-3155) 4285 Warrensville Center Road Warrensville Heights, Ohio 44128	Offers one-to-one and small group instruction in **Basic Skills** to adults. Tutoring in beginning to **Advanced Literacy**, **Adult Basic Education** and **English As a Second Language** also available. **GED** preparation also offered in Warrensville community and Maple Heights and Bedford communities. **(GED test site)**.
WEITZNER READING CLINIC (292-2750) 27900 Chagrin Boulevard Woodmere, Ohio 44122	Offers beginning to **Advanced Literacy** to all who wish to improve. Also offers **Adult Basic Education**, **GED** preparation and diagnosis and treatment. Special services to adults with learning disabilities also available (for adults with professional positions or training).
WESTLAKE ADULT BASIC AND LITERACY EDUCATION (835-6381) 2282 Dover Center Road Westlake, Ohio 44145	Offers beginning to **Advanced Literacy** classes to adults on a one-to-one and a small group basis. Also offers **GED** preparation, **English As a Second Language**, and Citizenship classes and **Adult Basic Education**. Classes in life and consumer skills available for the handicapped.

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** **Fee is charged for Tutoring only**

Glossary

***ADULT BASIC EDUCATION (ABE)*:** program of instruction designed to instill the basic skills necessary to be literate, raise one's level of education, increase self-confidence/determination, prepare for an occupation and function as a more responsible citizen. Intended audience is adults who have never attended school or had their schooling interrupted and youth who are beyond the age of compulsory school attendance (16 years).

***ADULT BASIC LITERACY AND EDUCATION (ABLE)*:** Adult literacy and education provider sanctioned by State Department of Education and sometimes under auspices of public school district. Offers a complete program of instruction from beginning literacy through GED, Partnership of literacy, ABE, GED instruction includes beginning to advanced literacy, remedial reading and math, GED prep classes, english as a second language.

***ADVANCED LITERACY*:** acquiring the ability to read and write well enough to function at an expected level and achieve one's goals and reach one's potential. Having already acquired the ability to read on at least a sixth grade level, adult students learn to make inferences, integrate prior knowledge with new knowledge, demonstrate understanding.

***BASIC SKILLS*:** fundamental knowledge and understanding of reading, computation, language, science and social studies and history. The minimum skills necessary for the transmission of knowledge, the capacity for thinking, learning, solving and creating. The barest essentials needed for full intellectual growth and potential.

***BEGINNING LITERACY*:** first level of basic skills acquisition, letter recognition, phonics, sight words. Acquiring the ability to execute functional and practical reading tasks and the ability to read and write.

***CAREER GUIDANCE*:** assistance in recognition and utilization of one's abilities in deciding on career goals and/or changes. Also help in preparing for or achieving educational or occupational training.

***COMPUTER-AIDED LEARNING*:** instructional and learning material presented via computer. Subject programs, i.e. math, reading, spelling... may respond to students answers by either acknowledging answer or moving student forward through program.

***DAY SCHOOL*:** students attend during part of the day, usually have set opening and closing hours and dates.

DIAGNOSIS AND TREATMENT: through a variety of methods, an individual's strengths and weaknesses are identified. After isolating any particular weakness a remedial program of treatment is developed to help the individual.

DIAGNOSIS TESTING: using various instruments, methods, devices to identify the extent and source of an individuals physical, mental, developmental or emotional problems or weaknesses.

ESL (ENGLISH AS A SECOND LANGUAGE): Program using a variety of methods to teach english to people whose primary language is not english. This sometimes includes instruction in the culture, history and citizenship of United States.

GED: program of general educational development designed to help prepare adults to pass a standardized test, as proof of the acquisition of knowledge equivalent to a high school education.

GIFTED: term applied to children who show remarkably high abilities in specific areas or over-all intellectually.

LD: (LEARNING DISABLED/DISABILITIES): program of special instruction to overcome a deficiency in the psychological process of learning, (understanding and using spoken and written language, mathematics and perception). Excluded are deficiencies for reasons of academic retardation, uneven development, mental retardation, emotional disturbance and environmental disadvantage.

LIFE SKILLS DEVELOPMENT: program of instruction in which the basic and necessary skills for functioning in society as an independent adult are acquired. (could include making and following budgets, reading contracts, finding a place to live, making purchases). Prepares one to become competent, functional, independent. Programs are sometimes geared specifically for students with learning problems.

PSYCHOLOGICAL TESTING: using a variety of assessment tools and methods, an inventory and interpretation and measurement of one's abilities, aptitudes, interests, personality and achievement is taken.

WORKPLACE LITERACY: program of instruction in reading and writing and other basic skills administered by an adult basic education provider, or literacy provider on the job site. Programs can be indigenous to a particular industry or skill or more broad-based in the acquisition of basic skills and learning how to learn.

Attachments

R167A2048b

Bringing Up Readers
Family Literacy Program

recognizes

_____

for program participation

at

_____

signed _____ date _____

Cuyahoga County Public Library

Bringing Up Readers: Family Literacy Program is supported by Federal Library and Services Construction Act (LSCA) Title VI funds granted by the State Library of Ohio.

BRINGING UP READERS FAMILY LITERACY PROGRAM
QUESTION AND ANSWER SUMMARY

What Is Bringing Up Readers Family Literacy Program?

A free five-sessions series of library-sponsored programs which demonstrate good reading habits and strategies to parents and other care-givers who in turn are expected to instill these habits and strategies in the child/children in their care. The workshop programs are for adults only.

Why is it called a family literacy program if you only work directly with the adult?

There are different levels of involvement for family literacy programs. Bringing Up Readers Family Literacy Program is a direct/indirect program, we work directly with the adult, the child is not present during the sessions. This is also called a family literacy program because the reading is intergenerational, involving both caregiver and child in interactive participation. The format of the program demands and encourages family reading through take-home exercises which require the care-giver to read with the child or aloud to the child.

What is different and unique about the Bringing Up Readers Family Literacy Program?

It employs a whole language approach to reading, meaning that it uses all four language skills simultaneously. The four language skills are reading, writing, speaking, listening. It uses children's literature as a form of instuction. It is versatile and can be adapted to any reading level and time constraint. It is designed to give learners practice in developing and using good reading strategies and habits. It improves the literacy skills of both adult and child. It works either as a stand-alone program or as a supplement to Adult Basic Education and Literacy classes/programs.

What is the format of the Bringing Up Readers Family Literacy Program?

Bringing Up Readers consists of ten title units. Each unit covers a particular genre or topic and strategy. Each unit includes a children's book, an adult reading selection which matches the children's book in strategy or genre and a reading strategy to learn and practice. Each unit also includes writing exercises which can be incorporated into the in-class program or used as a take home activity. Each unit also includes tips and strategies and reading and learning activities to be practiced at home with the child.

A unit equals one children's book, and adult reading selection and a reading-at-home component and a strategy or topic. The steps of implementation are the same for each unit. The Instructor presents in the following order:

1. genre or topic for the unit
2. the children's book
3. the reading strategy
4. the adult reading selection
5. reading-at-home component

Participants work with the children's book and practice the strategy in pairs and as a group before the adult reading selection is presented. After the adult selectio is introduced the instructor reviews the reading strategy. Participants then either read the selection silently or the instructor or a volunteer reads it aloud. Participants than practice the strategy using the adult selection either in pairs or as a group.

A teacher's manual covers instructional procedures, hints, tips, suggested probes and questions to promote discussion and teaching/learning/instilling the strategy for each unit.

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BRINGING UP READERS FAMILY LITERACY PROGRAM

What are the genres or topics and the strategies of the program?

Unit Genre/Topic Title	Strategy
Power of stories (unit 1)	Asking questions
Picture Books (unit 2)	Creating a story
Concept Books (unit 3)	Observing and developing vocabulary
Family Stories (unit 4)	Relating reading to personal experience
Reading Family Stories (unit 5)	Asking questions and making predictions
Folktales (unit 6)	Making predictions
Fables (unit 7)	Making predictions
Poetry (unit 8)	Rereading
Science Books (unit 9)	Learning new information
People and Society (unit 10)	Learning new information

How will the material be distributed / circulated?

The Bringing Up Readers Family Literacy Program has been grouped into Unit Kits. These kits are housed at CCPL-AVB. Each kit contains five copies of the children's book, a photocopy master set of the adult reading selection, all activity sheets, introduction summary, suggestions for reading at home and evaluation form for that unit, (the photocopy master set must be returned with the kit.) Each kit will also contain five copies of all necessary hand-outs and background information for that unit which is disposable, (meaning the participant may keep it). Each kit will be catalogued under its proper unit title.

They will be booked through AVB by the unit ~~number~~ title. For example if you have 9 participants in your program and you are presenting unit one (the power of stories) and unit five (reading family stories), you would book two kits of unit one and two kits of unit five and one teacher's guide. You now have enough copies of the children's title, enough copies of the disposable hand-outs and photocopy master set. You may want to book your units one-to-two weeks before your scheduled programs. This will give you enough time to review, familiarize yourself, and prepare your material.

There are also six background reading titles that you may want to book at the same time. These titles enable you and your participants to learn more about children's books. They cover such information as principles of selection, special focus, appropriateness, special interest and needs and include annotated bibliographies. There will also be read-alongs which may be booked as part of your program and family literacy magazines. (a list of read along titles is not yet available, ditto for the magazines)

Prior to September 30, 1993 the program can only be presented and kits booked by the thirteen CCPL branches whom are site locations for the Family Literacy Program and whose staff member(s) received training in presenting/hosting the program.

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CUYAHOGA COUNTY PUBLIC LIBRARY
BRINGING UP READERS: FAMILY LITERACY PROGRAM

PARTICIPANTS PROGRAM EVALUATION

Please take a few minutes to complete this form. It will help Cuyahoga County Public Library develop and improve our Bringing Up Readers: Family Literacy Program and better plan future training programs. If you need more space please continue your comments on the back of this form.

Name of Program	Date(s)	Instructor(s) and Branch/Agency

Major Strenghts of Program:

Major Weaknesses of Program:

Overall Evaluation of Program: Would you recommend this program to others? ()No Yes ()

Please circle the number which most accurately reflects your evaluation of the factors listed
4-Excellent 3-Good 2-Fair---1-Poor

Instructor (preparation, knowledge, presentation.....	4	3	2	1
Program Content (throughness, organization).....	4	3	2	1
Use of Materials (books, slides, video, etc.).....	4	3	2	1
Relevance to your service, goals, objectives.....	4	3	2	1
Overall evaluation of the program.....	4	3	2	1

Please comment on any other aspect of the program which you feel merits emphasis or has not been mentioned above. Please explain any factors in the list above that you rated as less than "Good"

	Branch/Agency

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CUYAHOGA COUNTY PUBLIC LIBRARY
BRINGING UP READERS: FAMILY LITERACY PROGRAM
SESSIONS EVALUATION

Date_____ Branch or Agency_____

Presenter(s)_____

For each of the following questions, please circle the number that best expresses your views.

The length of time for the session was	(too short)	1	2	3	4	5 (too long)
The small group activities were	(not useful)	1	2	3	4	5 (very useful)
The ideas and activities presented were	(dull)	1	2	3	4	5 (very interesting)
The mix of activities used to present the material was	(not useful)	1	2	3	4	5 (very useful)
The ideas and information presented were	(not useful)	1	2	3	4	5 (very useful)
The handouts and worksheets were	(not helpful)	1	2	3	4	5 (very helpful)
The children's books and adult reading selections were	(inappropriate)	1	2	3	4	5 (appropriate)
The information presented can be used in my home	(not at all)	1	2	3	4	5 (very easily)

Overall Comments

What was best about the program

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(overall comments continued....)

What didn't you like about this program?

What suggestions do you have for improving this program?

Which ideas, or activities do you think you will use in your own home?

Additional comments.

Reading Is POWER . . . .

- Develop Confident Independent Readers
- Introduce and Encourage Reading in Your Home
- Increase Enjoyment in Reading
- Instill a Love of Reading in Your Child
- Communicate and Build a Positive Family Relationship
- Promote Critical Thinking

FAMILIES WHO READ SUCCEED

Bringing Up Readers: Family Literacy Program is supported by Federal Library and Services Construction Act (LSCA) Title VI funds granted by the State Library of Ohio.

Bringing Up Readers: Family Literacy Program

- ★ *5-Session Program*
- ★ *Benefits Entire Family*
- ★ *Intergenerational*
- ★ *Multicultural*

- ★ *Beautifully Illustrated Children's Books and Short, Matching Adult Selections*
- ★ *Develop Good Reading Habits and Effective Literacy Strategies.*
- ★ *Increase Your Own Skill, Knowledge and Enjoyment as You Prepare Your Child for Learning.*
- ★ *It's Fun. It's Easy. It's Free.*

Adults learn and practice various Reading Strategies in a 5-part workshop. Take home activities provided so adult can encourage and instill these strategies in the child.

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CUYAHOGA COUNTY PUBLIC LIBRARY

Bringing Up Readers: Family Literacy Program
1993 Registration Form

92

Name _____

Address _____

Telephone _____

Ages of Children _____ _____ _____ _____

Please complete other side . . .

How did you learn of this program? ___ Newspaper or magazine ___ Library poster
___ Social Service Agency ___ Other (explain) ___

Reason for participation? ___ Instill love of reading in family ___ Reluctant or non-reader in family
___ Would like to introduce reading habits and strategies to my child
___ Concerned about the literacy development of child
___ Want to introduce reading and book discussion in my home
___ Other (please explain) _____

Highest grade completed by Adult? ___ Grades 1 - 5 ___ Grades 6 - 8 ___ Grades 9 - 12 ___ over 12

PLEASE RETURN THIS FORM TO YOUR LOCAL CUYAHOGA COUNTY PUBLIC LIBRARY BRANCH.

CUYAHOGA COUNTY PUBLIC LIBRARY

HQS	Administration Building 2111 Snow Road	398-1800
* BAY	Bay Village 502 Cahoon Road	871-6392
* BCH	Beachwood 25501 Shaker Boulevard	831-6868
BEA	Berea 7 Berea Commons	234-5475
* BRV	Brecksville 9089 Brecksville Road	526-1102
* BPK	Brook Park 6155 Engle Road	267-5250
* BKL	Brooklyn 4480 Ridge Road	398-4600
CHF	Chagrin Falls 100 East Orange Street	247-3556
* FPR	Fairview Park Regional 4449 West 213th Street	333-4700
* GFH	Garfield Heights 5409 Turney Road	475-8178
GAT	Gates Mills 7580 Old Mill Road	423-4808
IND	Independence 6361 Selig Drive	447-0160
* MHR	Maple Heights Regional 5225 Library Lane	475-5000
* MYR	Mayfield Regional 6080 Wilson Mills Road	473-0350
MDH	Middleburg Heights 15600 East Bagley Road	234-3600
NOL	North Olmsted 27425 Butternut Ridge Road	777-6211
NRY	North Royalton 14600 State Road	237-3800
OLF	Olmsted Falls 7850 Main Street	235-1150
ORG	Orange 31300 Chagrin Boulevard	831-4282
PAH	Parma Heights 6206 Pearl Road	884-2313
* PAR	Parma Regional 7335 Ridge Road	885-5362
PRG	Parma Ridge 5850 Ridge Road	888-4300
PAS	Parma Snow 2121 Snow Road	661-4240
RCH	Richmond Mall 691 Richmond Road	449-2666
* SLN	Solon 33800 Inwood Drive	248-8777
SEU	South Euclid - Lyndhurst 4645 Mayfield Road	382-4880
* STH	Southeast 70 Columbus Road	439-4997
* STV	Strongsville 13213 Pearl Road	238-5530
* WVH	Warrensville 22035 Clarkwood Parkway	464-5280

BRINGING UP READERS
* FAMILY LITERACY PROGRAM SITES

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Revised September, 1993
493/mal/5M

BRINGING UP READERS
FAMILY LITERACY

Families Who Read

SUCCEED

Cuyahoga County Public Library.
It's more than you think.